

## Instructions

### INORGANIC CHEMICALS

1. THE CLIENT IS RESPONSIBLE FOR COMPLETING ALL INFORMATION ABOVE THE DOUBLE LINE. Failure to complete all the information may result in rejection of the samples. Please print all information and make sure the information is legible.
2. The sample must be collected in bottles supplied by the laboratory. The samples collected for metals analysis should be preserved with nitric acid ( $\text{HNO}_3$ ) to  $\text{pH} < 2$ . If  $\text{HNO}_3$  cannot be used because of shipping restrictions, immediately ship the sample to the laboratory on ice. Upon arrival at the laboratory, the sample must be acidified with concentrated  $\text{HNO}_3$  to  $\text{pH} < 2$  and held for at least sixteen (16) hours before analysis. Samples collected for the analytes other than metals must be shipped on ice. All the inorganic analytes other than metals must be kept at  $4.0^\circ\text{C}$ .
3. Samples must be collected AFTER TREATMENT from entry points to the distribution system if they are to be used to meet compliance monitoring requirements of the North Carolina Drinking Water Act. Each entry point must have a separate sample collected and analyzed.
4. **Do not flame the faucet before collecting this sample.** Before taking samples, let the water run from the tap for a few minutes (until water temperature stabilizes). Fill each supplied sample container to within approximately one inch of the top leaving an air space, then cap the container securely.
5. Place the samples and completed collection form in the shipping container. Forward all samples to the laboratory immediately after collection.
6. After the samples are analyzed, regulations require that the laboratory mail the results of all compliance samples to the Public Water Supply Section (Attention: Data Entry), 1634 Mail Service Center, Raleigh, NC 27699-1634. A copy will be sent to the client, and the client shall retain the copy for at least twelve (12) years.
7. If the form should be returned to the client marked "**Sample Unsatisfactory**," this means another sample will have to be collected. The COMMENTS section on the front of the form will give the reason.

### SAMPLE TYPE

**Entry Point:** A sample collected from an entry point to the distribution system after application of treatment, if used for compliance monitoring.

**Special/Non-compliance:** A sample collected for special purposes and is not for compliance monitoring.