

## Product Sampling Kit Instructions

Always use gloves and appropriate PPE. Remove vial cap to clean location immediately before filling vial and replace immediately after filling.

Fill **one 4 ml glass vial** (do not fill above shoulder) **and one 40 ml glass VOA** vial (leave approximately ½ inch of headspace) per well or other source. Label vials with sample name, date, time, sampler, project name and client name. Enclose 4 ml vial within the small plastic centrifuge tube and place VOA in the larger plastic centrifuge tube. Seal samples in plastic bag, and place on ice in a cooler for shipping. Fill out, sign and date Chain of Custody form (COC) and enclose in plastic bag. Wrap samples in bubble wrap or other protective material to prevent breakage during transit. Include temperature blank in cooler with product samples.

Ship overnight to:

Apex Laboratories LLC  
6700 SW Sandburg Street  
Tigard, OR 97223  
503-718-2323

Apex Labs' Hours of Operations: Monday-Friday 7:30 AM-6:30 PM. Saturday Receiving Hours: 9:00 AM-12:00 PM