

## 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 40 ml glass VOA** vial (leave approximately ½ inch of headspace) per well or other source. Label vial with sample name, date, time, sampler, project name and client name. Enclose VOA in the large 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