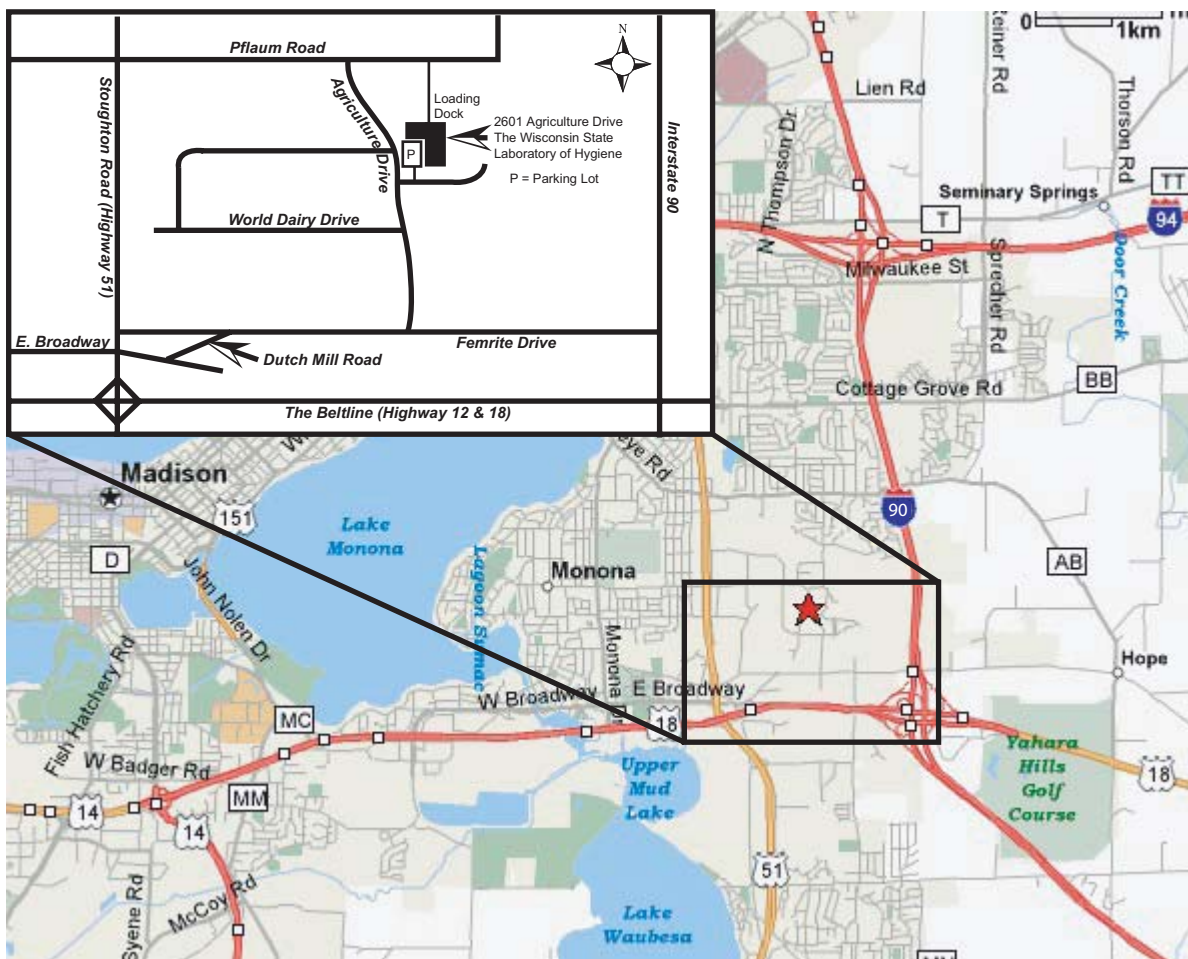


# Instructions for Filling Sample Bottles

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- Check Integrity Seal – All bottles have an integrity seal over the cap – DO NOT use if seal is broken.
- Do NOT touch the inside of the bottles or caps before or after filling the bottles.
- Fill ALL Bottles – See example photos on the BACK for specific container filling instructions.
- Fill all bottles from SAME location.
- After filling, record field number on all bottles and apply evidence tape across cap – initial and date.
- Place the bottles back in their protective bag. Place bagged bottles in cooler and fill cooler with ice.
- REMINDER – Remember to fill out the Sample Request/Chain of Custody form and place the form back in pouch located on the top of the outside of cooler lid.
- Place “Class 9” label on outside of cooler, and apply evidence tape to cooler lid. Initial and date the evidence tape. See example photo on the BACK of this form.
- Notify the WSLH that samples are being delivered by calling the WSLH pager # (608) 263-3280.
- Deliver Coolers – Deliver to:

Wisconsin State Lab of Hygiene  
2601 Agriculture Dr.  
Madison, WI 53718



(OVER →)

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# General Sampling

**Fill Bottles to Bottom of Screw Cap**  
Do Not fill to the top or bottles may break if frozen.



**Do Not Rinse or Overfill**  
Some bottles contain a preservative and should not be overfilled. Read container labels before filling.

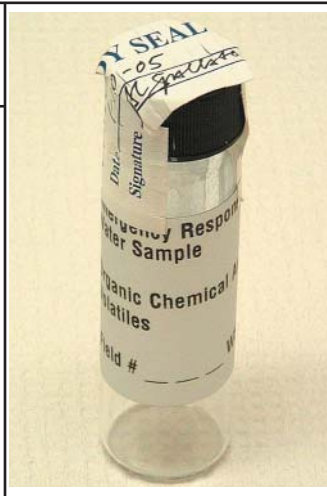


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# VOC Sampling

**Leave No Air Space**  
When filling 40 mL vials for volatile organic chemicals it is important that they are filled COMPLETELY. Turn the vial upside down to confirm that no air bubble is present.

NOTE: Each kit contains one vial sealed with red evidence tape. This vial is for LAB PURPOSES ONLY and should not be opened.



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# Drinking Water Collection Kit

