


Air Analysis Chain of Custody (COC) Forms

The COC forms shown below contain example information. Please use information relevant for your sample(s) when filling in the COC.

Make sure your name, company, tube ID number, sample name/identification, sample collection date, air volume or pump start/stop times, and analysis are correctly identified to facilitate the analysis.

 2625 Denison Drive, Suite D, Mt. Pleasant, MI 48858 Tel: 989-772-5088 Fax: 989-772-5870 Email: mtpinfo@enthalpy.com www.enthalpy.com		Chain of Custody		COC No.			
To Maintain Sample Integrity Sampling Kit Must Be Returned By:							
Professional Contact: Company: Address:		Shipping Location Name: Address:		Testing Address (if different)			
VOC Testing Notes Appearance: 3 dark sorbents in a glass tube Sample Time: Typically 2 hours (max 4 hours)		Formaldehyde Testing Notes Appearance: 1 dark and 1 light sorbent in a glass tube Sample Time: Typically 20 minutes (max 30 minutes)					
Sample Information - Please fill in all shaded areas. Areas marked with "*" indicate required information. <i>It is important to provide all information so your results can be correctly determined.</i>							
Sample Number	Tube ID <small>(ex. S306 or AA421)</small>	Date Collected	Time Pump Started	Time Pump Stopped	Temp (°F)	Analysis	Sample Location <small>(Kitchen, Bedroom, etc.)</small>
Comments or Observations							
Sent By		Date	Time	Received By		Date	Time
<small>Records are retained for seven years. After seven years, records will be destroyed without notification.</small>							



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TB612 r2

Please Read All Instructions Before Beginning Your Indoor Air Quality Sample Collection

In order to capture the most representative air sample, we recommend you inform the occupants of the initial preparation steps described below:

**Ideal sampling temperature for the following locations is 70°F (21°C).
 Acceptable sampling temperature range is 60-80°F (15-27°C).
 Please record the sampling temperature on the COC form.**

Residential

- Close outside doors and windows - preferably for one entire day before sampling.
- Leave all interior doors (including closets) open to allow the air to flow freely.
- Refrain from frying or cooking with oils the day before and during the test to prevent artificially high VOC results. Also, please do not cook at all during the test.
- Do not clean or dust during the test or within 12 hours of beginning the test.

For homes greater than 2,000 square feet or with several levels, you may want to consider performing more than one test in order to collect air samples representative of the entire home. Some possible sampling locations in larger homes are: the center area of each floor; one side of the house on one floor and the other side on another floor; two sides of a single-story home; or any room(s) the occupants spend the most time, like a family room, basement, bedroom, etc.

Commercial

- To the extent possible, keep the area closed and operating in a normal manner.
- Do not clean or dust during the test or within 12 hours of beginning the test.

Industrial

Some industrial locations may have high concentrations, especially in production or manufacturing areas. If high concentrations are suspected or unusual sampling conditions exist, contact Enthalpy to discuss sampling modifications (e.g., decrease in sample collection time).

- Do not clean or dust during the test or within 12 hours of beginning the test.

Sampling test kit includes:

Sampling Pump

- Used to pull air sample through sample tube. Precalibrated to 200 mL/min +/- 5 mL/min.

Sample Tube(s)

- Glass or metal tube(s) will be provided to collect air sample(s). Save all sample tube holders and end caps for return shipment.

Air Analysis Chain of Custody (COC) Form

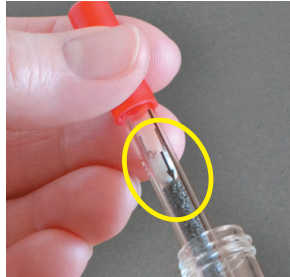
- Sample information must be filled out and returned with sample.

Questions or Concerns

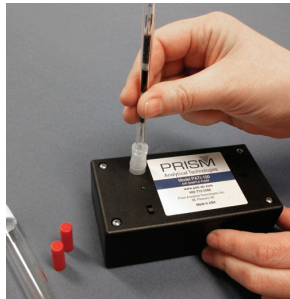
If you are unsure how to take an air sample, please contact us 989-772-5088.

Sampling Instructions for Indoor Air Quality Testing

1. Locate your sample collection point(s).
2. Place the pump on a table or flat surface 3 to 5 feet above the floor. Turn the sampling pump **ON** using the switch located on the front panel. The green light will indicate the pump is running. If the green light does not turn on, or if you see the green light but do not hear the pump, contact us for further instructions. Now that you've checked the pump operation, turn the pump **OFF**.
3. Look at the tube carefully. At one end of the tube you will see the tube identification number (e.g., T286, AA415). Record this identification number on the COC Form in the appropriate column. There is also an arrow which shows the direction the air should flow through the tube (*see figure at right*).



4. Insert the sample tube about ¼" into the small section of rubber tubing at the top of the pump so the **arrow on the tube points toward the pump**. The direction of the sample tube is very important, so double-check that the arrow on the sample tube is pointing toward the sampling pump before continuing (*see figure for proper placement of tube into pump*).



CAUTION: If you were provided a glass sample tube and it breaks, please discard. The material inside the tube is non-toxic. Notify us for a replacement.

5. Turn the sampling pump **ON**, making sure the green light is illuminated. Record your start time on the COC Form in the corresponding section or Comments column.



6. Leave the sampling pump on with the appropriate sample tube attached for the designated time as specified below:
 - **Formaldehyde - 20 min. optimal; 30 min. maximum**
(requires the A14 sample tube)
 - **VOC/MVOC Analyses - 2 hours optimal; 4 hours maximum**
(requires the A2 sample tube)

For a complete listing of available Prism air analyses and their corresponding product codes, please refer to Bulletin 933 - Applications for Air Analyses. For questions regarding sample collection times please call 989-772-5088. Please note that industrial environments may require different sample collection times.

At the end of the sampling time, turn the pump **OFF**. Record your end time (stop time) in the corresponding section on the COC Form.

Important - please note that sample times longer than those listed above may result in the inability to analyze your sample. Also, the sample hold time is 30 days after the sample has been collected. After 30 days the sample integrity may be reduced.

7. Carefully remove the sample tube from the pump and place the red caps on each end of the sample tube. Place the sample tube into the 2-piece plastic vial. Be sure to click the two plastic pieces together until they touch both red caps on the sample tube.
8. Fill out the appropriate sections on the COC Form. (Refer to the Example COC Form on the back page of these instructions.) Check to make sure your company name, address, email address, and phone number are correctly identified.
9. Pack all items into an appropriate shipping box (sampling pump if the pump is a rental, sample tube(s), and COC Form) and send back to Enthality Analytical. **Do not refrigerate or pack with ice.**

Test results will be emailed within the turnaround time applicable to the analysis requested.

