



Universiti Sains Malaysia, 11800 Minden, Penang, Malaysia...
Tel: (604) 659 5605 Fax: (604) 656 9869

WORKPLACE SAFETY TESTING - INSTRUCTION FOR CUSTOMER

Handling of Samples Collected on the Supelco ORBO-32 Small Activated Coconut Charcoal (20/40) Tube

- For Supelco ORBO-32 activated charcoal tube, all sorbent tubes must be securely closed by placing the supplied plastic caps securely over both ends of the tubes.
- Each charcoal tube sample must be placed in their individual Whirl-Pak® sterile plastic bag.
- Each bag must be labeled with Sample ID No., Total Air Volume Sampled (liters), Sampling Period (minutes), Flow Rate of Sampling (mL/min) and Date of Sampling.
- Each of the Whirl-Pak® sterile plastic bags that contain the individual sorbent tubes must be sealed with the DCC provided sample seal.
- Prepare samples for transport by packing them in a shipping container with bubble wrap or Styrofoam. **Do not** mail sorbent tube in flexible containers; i.e., envelopes, no matter how well padded.
- Complete a chain of custody record in accordance with the appropriate chain of custody procedures.

Handling of Samples Collected on the 3M 3500 Passive Diffusive Sampler

- After sampling, snap the plastic closure cap onto the secondary section of the sampler and assure that the attached port plugs are placed firmly into the port holes.
- Record the start and stop time of sampling on the label at the back of the sampler.
- The sampler comes individually in small metal cans. Return each sampler sections with closure caps in place to its individual metal can. Close the metal can securely with the plastic lid, and seal it with the DCC-provided sample seal.
- Submit the samples to the laboratory for analysis as soon as possible after sampling. If delay is unavoidable, store the samples in a refrigerator.
- Complete a chain of custody record in accordance with the appropriate chain of custody procedures.

Blank and Field Blank for both Charcoal Tube and Passive Diffusive Sampler Methods

Provide a minimum of one blank tube or blank sampler per manufacture's lot of tubes/samplers used per sampling event. These tubes/samplers are taken directly from the charcoal tube box or passive sampler box. Do not break the ends of the tube or expose the sampler, send them in along with the batch of samples.

Provide one field blank per sampling event or per 20 samples which ever is greater. The field blank(s) should be handled in the same manner as the sampling tube/sampler.

- **For Supelco ORBO-32 Activated Charcoal Tube**, submit at least one blank sorbent tube with each set of samples. This will be a sorbent tube without having any air drawn through it at field site (break both ends, seal, and transport) and subjected to the same sample handling procedures.
- **For 3M 3500 Passive Diffusive Sampler**, submit at least one blank passive diffusive sampler with each set of samples. This will be a passive diffusive sampler whose lid are opened for 2 minutes only at field site (by removing the white film and ring and attaching the plastic closure cap onto an unused sampler) and subjected to the same sample handling procedures.

Label all samples, blanks and field blanks respectively.

In the event the analyte is found on the field blank, it will be so reported and all calculated results will be corrected for the blank value.

Recorded data

For all samples, verify that the sampling date and sampling period are properly recorded/labeled.

For charcoal tube method, the sampling rate data (Liters/min or mL/min) must accompany each sample.

For passive diffusive sampler method, any ambient sampling temperature at other than 25°C must be specified and recorded.