

## Sample Collection

When collecting samples please do not overfill bottles, especially if there are preservatives in them. These preservatives can be harmful to an individual and if they are leaked it may result in improper collection. Please feel free to contact the lab if you are uncertain of how to fill any individual bottles. Any samples collected under the same Sample ID must be collected in the same location. For example, if a sample named “Kitchen sink” is being collected for multiple analyses (e.g. Zinc and VOCs) both bottles for that sample kit must be collected at the same faucet location. If there are multiple locations, then there should be multiple sample kits collected. Make sure to note the sample name, date and time collected on the sample and the chain of custody. Fill out the chain of custody, more detailed instructions can be found on the PDF “Filling out the Chain of Custody”

## Sample Return

Make sure the chain of custody is filled out with all necessary information as outlined in the referenced instruction document. Samples being returned to the lab should be placed on ice and placed in a cooler with packing materials. The samples should be packed tightly with ice and packing materials to ensure there is no breakage and the sample(s) get to the correct temperature. Samples are considered properly preserved if they arrive to the lab at 2°C-6°C. Typically this is easily achieved as long as there is sufficient ice present in the cooler. Samples can be shipped via FedEx or UPS and must be shipped for overnight delivery. Try not to ship on a Friday due to delivery being unavailable the next day. If samples are shipped on a Friday, the ice may melt, and the samples will be out of acceptable temperature range by Monday. If you collect samples on a Friday and plan on shipping, refrigerate or store them on ice until they can be shipped. If you are hand delivering to the lab, please ensure the samples are iced properly and come during operating hours.

Return samples to:

Maryland Spectral Services, Inc.  
Attention: Sample Receiving  
1500 Caton Center Drive  
Suite G  
Halethorpe, MD 21227  
410-247-7600

Operating Hours:

8 a.m. to 6 p.m. Monday-Friday