

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.

ENTHALPY ANALYTICAL
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Chain of Custody

IAQ Home Survey™ IAQ Commercial Survey™

COC No.
Enthalpy Use Only - Do Not Fill In

CONTACT INFORMATION		LOCATION TESTED	
Sampling Professional:	Phone:	Project Name:	Project No.:
Company:	Email:	Address:	
Billing Address:			

It is important to fill out all information so your results can be correctly calculated and returned to you. Please notify lab when a sample is shipped for any 1 business day (1 BD) rush turnaround request and by checking the box at bottom of page.

*Required Field - Please Write Legibly

Sample Information						Analysis Requested*							Sample Name			
						Residential			Commercial			Other				
Sample Number <small>(Enthalpy Use Only)</small>	Tube Number*	Date Collected*	Pump Start Time*	Pump Stop Time*	Temperature	Humidity	A2/AQHS (AQHS-Input)	A2/AQHP (AQHS-Output)	A2/AQHS (Formaldehyde)	A2/AQHP (Formaldehyde)	A2/AQHS (VOCs-Input)	A2/AQHP (VOCs-Input)	A2/AQHS (VOCs-Output)	A2/AQHP (VOCs-Output)	A2-TSC (Toluene Screen)	Note: Briefly describe the actual sample collection location. Ex. Kitchen
Location, notes, and comments about testing:																

Custody

Turn Around Time (TAT): <small>STD: Within 2 business days of receipt for Input, Pretest, Formaldehyde. Within 3 business days for TSC. STD is default. 1 BD: 1 Business Day (24 H)</small>	Requested Service: <input type="checkbox"/> Standard <input type="checkbox"/> 1 BD <small>Note: STD is default</small>	Sent By: _____	Date: _____	Time: _____
		Received By: _____	Date: _____	Time: _____

Form: IAQ5 COC.e18

Retention of records is seven years. Records older than seven years will be destroyed without notification.

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.



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Questions or Concerns

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

Sampling test kit includes:

Sampling Pump

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

Sample Tube(s)

- Glass tube used to collect air sample (multiple tubes if more than one test is ordered). 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.

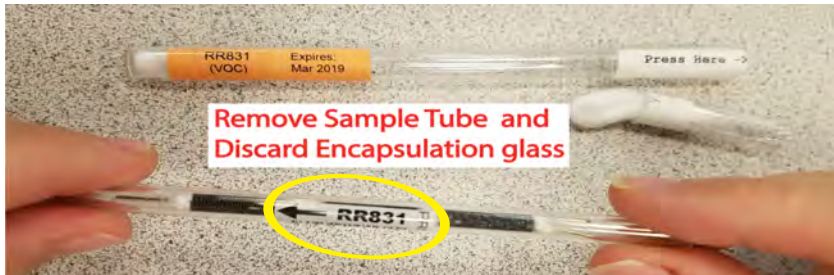
Sampling Instructions for Indoor Air Quality Testing

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. Follow directions on the capsule to break capsule.

NOTE: Since the sample tube may shift in the capsule during shipping, be sure that the sample tube is all the way opposite the end marked "Press Here-X-" before breaking the capsule.

CAUTION: When breaking the capsule, point it away from your face and away from other people in the area! Sample tubes are glass and are fragile, **handle with care**.

Properly dispose of the encapsulation tube once the sample tube has been removed. The 2-piece plastic vial and the red end caps are for returning the sample tube after the test is complete.



4. 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 above).
5. Insert the sample tube about 1/4" 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.

CAUTION: If the sample tube breaks, discard as with any broken glass. The material inside the tube is non-toxic. Notify us as soon as possible for a replacement sample tube.



6. 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.
7. 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 with blue label)

VOC/MVOC - 2 hours optimal; 4 hours maximum
(requires the A2 sample tube with orange label)

For a complete listing of available Enthalpy 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.

8. 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.
9. 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.
10. 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 Enthalpy Analytical, LLC. **Do not refrigerate or pack with ice.**



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