

## WATER SAMPLING PROTOCOL

In the event that water samples are required, take 1- 2 samples from a Human Exposure Pathway (e.g. a drinking water tap or a river used for fishing).

**For Semi-Volatile Organics:**

Use amber glass solvent-cleaned certified bottles with Teflon lined cap (250 or 500 mL).

**STEPS:**

1. Flush the tap for 1 minute
2. Rinse the bottle with water from the tap being sampled
3. Fill bottle to the brim
4. Cover with seal
5. Transfer to a lab within 2 days (keep cool if possible)

## After Your Site Screening

- Step 1:** **Enter Data.** Enter your notes and data into the online database as soon as possible once you return. It is best to enter you screening into the database on the same day you return. We do not want you to forget any details about the site.
- Step 2:** **Upload.** Upload your photos, notes from interviews, maps, reports, and any other documents into the online database.
- Step 3:** **Contact Laboratory.** If you took samples, contact the laboratory previously identified for use, and inform them of the number of samples collected and the contaminates for which the samples are to be analyzed. Bring or ship the samples to the laboratory according to their instructions. Confirm the cost for the analysis and how long it will take to get results. Be clear and specific as to whom the results should be sent and how (such as a specific name and email address.) Follow up with the laboratory if results are not received when expected.
- Step 4:** **Finalize and Notify.** Once your site screening is entered into the online database, mark “ISS Complete” in the online site screening and tell the Regional Coordinator and Regional Director that your site is complete.
- Step 5:** **Submit Financial Report.** At the end of each month, create a financial report showing the number of full days you worked, the number of travel days (for per diem payment), and your expenses. (See Appendix B for Financial Reporting Instructions)