

**ATTACHMENT D****Storm Water Sample Collection and Handling Instructions**

1. Identify the parameters required for testing and the number of storm water discharge points that will be sampled. Request the laboratory to provide the appropriate number of sample containers, sample container labels, blank chain of custody forms, and sample preservation instructions.
2. Determine how samples will be transported to the laboratory. The testing laboratory should receive samples within 48 hours of the physical sampling (unless otherwise required by the laboratory). Options are to either deliver the samples to the laboratory, arrange to have the laboratory pick them up, or overnight ship them to the laboratory.
3. Samples that qualify to be combined shall be combined by the laboratory and not by the discharger. Sample bottles must be appropriately labeled to instruct the laboratory on which samples to combine.
4. Unless the discharger can furnish flow weighted information, all combined samples shall be volume weighted.
5. Use only the sample containers provided by the laboratory to collect and store samples. Use of any other type of containers could contaminate your samples.
6. To prevent sample contamination, do not touch, or put anything into the sample containers before collecting storm water samples.
7. Do not overfill sample containers. Overfilling can change the analytical results.
8. Tightly screw the cap of each sample container without stripping the threads of the cap.
9. Complete and attach a label to each sample container. The label shall identify the date and time of sample collection, the person taking the sample, and the sample collection location or discharge point. The label should also identify any sample containers that have been preserved.
10. Carefully pack sample containers into an ice chest or refrigerator to prevent breakage and maintain temperature during shipment. Remember to place frozen ice packs into shipping container. Samples should be kept as close to 4° C (39° F) as possible until arriving at the laboratory. Do not freeze samples.
11. Complete a Chain of Custody form for each set of samples. The Chain of Custody form shall include the discharger's name, address, and phone number,

identification of each sample container and sample collection point, person collecting the samples, the date and time each sample container was filled, and the analysis that is required for each sample container.

12. Upon shipping/delivering the sample containers, obtain both the signatures of the persons relinquishing and receiving the sample containers.

13. Dischargers shall designate and train personnel to collect, maintain, and ship samples in accordance with the above sample protocols and good laboratory practices.

14. Refer to [TableVII.2](#) for test methods, detection limits, and reporting units.

15. All sampling and sample preservation shall be in accordance with the current edition of "Standard Methods for the Examination of Water and Wastewater" (American Public Health Association). All monitoring instruments and equipment (including a dischargers own field instruments for measuring pH and specific conductance) shall be calibrated and maintained in accordance with manufacturers' specifications to ensure accurate measurements. All laboratory analyses shall be conducted according to test procedures under 40 CFR Part 136, unless other test procedures have been specified in this General Permit or by the Regional Water Board. All metals shall be reported as total metals. With the exception of field analysis conducted by dischargers for pH and specific conductance, all analyses shall be sent to and conducted at a laboratory certified for such analyses by the State Department of Health Services. Dischargers may conduct their own field analysis of pH and specific conductance if the dischargers have sufficient capability (qualified and trained employees, properly calibrated and maintained field instruments, etc.) to adequately perform the field analysis.