

Enclosed, please find one (1) storm water sampling kit. This sampling kit is used to gather your sample and to submit for laboratory analysis. It is good for one outfall. If you have more than one outfall you must fill another entire kit. **Please thoroughly review the following information and instructions before proceeding!**

*Included is:*

*Two (2) sample jars—1 glass and 1 plastic*

*Chain of custody document*

*Sealable plastic bag for sampling*

*Bubble wrap for the glass jar*

*1 Gallon Metal Can as Secondary Containment*

*Sampling Kit Order Form*

*UPS Return Label*

**Qualifying Storm samples** are those samples that are taken according to the guidelines set forth in the Storm Water General Permit:

- Samples are taken within one (1) hour of discharge start time;
- Discharge start time occurs no more than one (1) hour before normal business hours;
- Discharge is preceded by three (3) WORKING days without storm water discharge. Three (3) working days may be separated by non-working days such as weekends and holidays provided that no storm water discharges occur during the three (3) working days and the non-working days.

Samples must be collected during the first storm event of the wet season and at least one other storm each season. If this does not occur, facility operators are still required to collect samples from two other storm events of the wet season and explain in the Annual Report why the first storm event was not sampled. Please document any reasons why such sampling does not occur.

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## INSTRUCTIONS FOR SAMPLING

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1. Within the first hour of discharge collect a water sample at a primary outfall site as outlined in your SWPPP – enough to fill both jars. If your outfall sheetflows (driveway), use plastic bag enclosed to collect your sample. Place bag flat on ground to collect flow of water.
2. If using a bag, pour water samples in to both sample containers ASAP and secure lids. The lab needs one (1) full glass jar and one (1) full plastic jar per outfall in order to complete the required analysis.
3. Make sure to thoroughly complete the information on the chain of custody form including sample date and time, outfall name, etc. Your SWO plan covers the basic lab analysis as is required for most sites. If you require additional analysis beyond the basic, please indicate a PO# to which it can be billed.
5. Place glass jar in bubble wrap bag and seal. Place the two containers in the can, add plastic seal, and fasten lid securely.
6. Replace the can in the packaging in which it came. **DO NOT place the chain of custody in the can. Please place it in the box.**
8. Ship Samples to **Enviro Chem, 1214 E. Lexington, Pomona, CA 91766, via UPS.**
9. Order replacement sampling kit by completing enclosed order form and faxing to 310.919.3536.

StormWater Online (SWO) will post your results directly to your user home page. This information is compiled for use during the completion of your Annual Report each June. Standard turn-around time is 10-14 working days.