

Enclosed, please find one (1) storm water sampling kit. This sampling kit is used to gather your sample and to submit for laboratory analysis. **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*

*Sample ID Labels*

*Box Labels*

*Sealable plastic bag for sampling*

*Bubble wrap for the glass jar*

*1 Gallon Metal Can as Secondary Containment*

*Sampling Kit Order Form*

**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.

**Non-Qualifying Storm samples** are those samples that are taken outside of the normal parameters for a qualifying storm. For example, if the discharge begins over one (1) hour prior to normally scheduled business hours, you are unable to sample during the first hour and it is technically a NON-Qualifying storm event. You may sample at any time making note of the estimated time discharge began, and submit it as a non-qualifying sample.

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## INSTRUCTIONS FOR QUALIFYING STORM SAMPLES

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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 ID, sample date and time, outfall name, etc. Please place the PO# for the lab analysis in the PO# box. If this will be billed to a corporate PO, please put CORP in the box. Lab analysis is billed at \$325 per sample.
4. *AT THIS POINT, YOU MUST COMPLETE ONE OF THE ENCLOSED SAMPLE ID LABELS FOR EACH JAR. COMPLETE THE NAME, DATE AND TIME INFORMATION AND THEN COMPLETE THE SAMPLE ID. See sample below:*

Company: \_\_\_\_\_ SA Anaheim \_\_\_\_\_  
Sampler's Name: \_\_\_\_\_ Michael Conching \_\_\_\_\_  
Sample ID: TopHat1 -- Q -- 021109  
Outfall name                      Q or NQ + # of hours                      Date mmddyy  
Sample Taken: Date: 02/11/09 Time: 6:00AM

*THE SAMPLE ID IS CREATED AS FOLLOWS:*

- *THE FIRST PART IS THE OUTFALL NAME AS IT IS NAMED IN YOUR SWPPP (FOR EXAMPLE, TOP HAT 1);*
  - *THE NEXT PART WILL BE Q FOR QUALIFYING STORM SAMPLE;*
  - *LASTLY, THE 6 DIGIT DATE CODE MMDDYY(FOR EXAMPLE: 021109).*
5. Adhere labels to both jars. 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.**
  7. Attach the Qualifying Storm sample label to the exterior of the box.
  8. Ship Qualifying Storm 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.

For Qualifying Storms, 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.

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**INSTRUCTIONS FOR NON-QUALIFYING STORM SAMPLES:**

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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 ID, sample date and time, outfall name, etc. Please place the PO# for the lab analysis in the PO# box. If this will be billed to a corporate PO, please put CORP in the box. Lab analysis is billed at \$325 per sample.
4. *AT THIS POINT, YOU MUST COMPLETE ONE OF THE ENCLOSED SAMPLE ID LABELS FOR EACH JAR. COMPLETE THE NAME, DATE AND TIME INFORMATION AND THEN COMPLETE THE SAMPLE ID. See sample below:*

Company: \_\_\_\_\_ SA Anaheim \_\_\_\_\_  
Sampler's Name: \_\_\_\_\_ Michael Conching \_\_\_\_\_  
Sample ID: TopHat1 -- NQ6 -- 021109  
Outfall name                      Q or NQ + # of hours                      Date mmddyy  
Sample Taken: Date: 02/11/09 Time: 6:00AM

*THE SAMPLE ID IS CREATED AS FOLLOWS:*

- *THE FIRST PART IS THE OUTFALL NAME AS IT IS NAMED IN YOUR SWPPP (FOR EXAMPLE, TOP HAT 1);*
  - *THE NEXT PART WILL BE NQ FOR NON-QUALIFYING AND AN ESTIMATE OF THE HOURS PAST THE START OF THE DISCHARGE THAT THIS SAMPLE IS TAKEN (FOR EXAMPLE, IF THE STORM BEGAN AT 12 MIDNIGHT AND YOU ARE SAMPLING AT 6 AM, IT WOULD BE NQ6);*
  - *LASTLY, THE 6 DIGIT DATE CODE MMDDYY(FOR EXAMPLE: 021109).*
5. Adhere labels to both jars. 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.**
  7. Attach the Non-Qualifying Storm label to the exterior of the box.
  8. Ship Non-Qualifying Storm Samples to **Todd Peterson at 3200 E. Frontera Street, Anaheim, CA 92806** via ups.
  9. Order replacement sampling kit by completing enclosed order form and faxing to 310.919.3536.