



- (1) Carefully Open the Air Sampling Glass Tube and Place it in the Air Sampler Rubber Tube. Turn on Air Sampler.
- (2) Write the Start Time & Date on the Chain of Custody Form (Very Important).
- (3) Start the Sampling Timer for 2 Hours.
- (4) Ensure Proper Air Flow Rate (Align with the Arrow, if Necessary, by Turning the Black Knob).
- (5) Write the Sampling Tube Identifier (Tube Serial Number) on the Chain of Custody.
- (6) Describe the Sampling Location on the Chain of Custody.
- (7) After two hours (or whenever you stop sampling), Carefully Remove the Air Sample Tube.
- (8) Place Red Caps on Both Ends of the Sample Tube.
- (9) Write the Stop Time and Date on the Chain of Custody (Very Important). Sign the Chain of Custody Form.
- (10) Turn off the Sampler. Pack the Sampler in Hard Case.
- (11) Pack the Sampling Tube(s) into the Cardboard Tube.
- (12) Place the Return Label on the Hard Case.
- (13) Place a Zip Tie on the Case.
- (14) Drop the Case off at the Closest UPS Facility.