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|  | ecoss_500dpi |  | ***ECOSS educates and empowers businesses and diverse communities*** ***to implement environmentally*** ***sustainable practices.***A 501 (c) (3) Non-Profit Organization |  |



**Sampling Checklist:**

1. **Pre-prep cooler well before each quarters sampling time frame to have ready when rain event(s) occur**
2. **When weather forecast predicts a storm that will create discharge off of your site, prepare to take the sample within 12 hrs after your site begins to discharge**
3. **Put on inclement weather attire and protective gear**
4. **Make sure all documentation, shipping materials sample labels, or other post sample collection items are prepared**
5. **Grab sample kit/cooler prepared for you by your partnering lab**
6. **Don’t forget crushed ice required for certain samples such as turbidity, BOD, etc.**
7. **Note the time discharge began to leave your site, and when you took the sample(s) in sampling log book**
8. **Put on any required protective wear and gloves**
9. **Take the sample(s) using clean hand/dirty hand technique**
10. **Label all samples with location of sample taken (especially if there is more than one location for sampling), date, time, type of sample, company name, name of sampler**
11. **Pack the sample in the cooler with appropriate packing materials. Remember to perform the visual inspection of the discharge and potentially photograph for your records only.**
12. **Fill out the chain of custody form and include it in the cooler – keep a copy for your records**
13. **Tape the box and ship or deliver – ASAP**
14. **Include a copy of all documentation in your SWPPP**