



FITZ SCIENTIFIC - USER GUIDE FOR SAMPLING INTO A VIAL TO AVOID HEADSPACE

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FITZ
SCIENTIFIC

MONITORING & TESTING

HOW TO AVOID HEADSPACE WHEN SAMPLING INTO A GLASS VIAL

STEP BY STEP GUIDE FOR SAMPLING

1. Do **not** rinse out the vial before sampling.
2. Run the cold tap for 5 minutes or until temperature is constant.
3. Remove any attachments from the tap.
4. Do **not** touch the inside of the vial or underside of the cap.
5. Hold the vial at an angle and position under the edge of the tap (without touching the rim), so that the water flows gently into the vial along the inner sidewall (reducing agitation and air bubbles). Whilst doing this, carefully tilt the vial to a vertical position and complete filling.
6. If the vial contains a preservative, avoid overflowing the vial too much as this could wash the preservative out.
7. Screw cap on tightly. Turn the vial over and tap the cap on a hard surface.
8. There should **NOT** be any air bubbles in the sample following these steps. If there is, unscrew the cap and add more water until bubbles disappear.
9. Turn off the cold tap.
10. Fill out the Chain of Custody on your web portal account (you will receive a 4-digit submission code when the Chain of Custody has been submitted)
11. Label your vial with the details submitted on your Chain of Custody:
 - 4 Digit Submission Code
 - Client Name
 - Your Sample Reference
 - Sample Date

DELIVERING SAMPLES

Deliver the samples as soon as possible after sampling to;
Reception, Fitz Scientific, Unit 35a Boyne Business Park, Drogheda, Co Louth. A92 D52D
Samples will be accepted **Monday to Friday between 8:30am – 5.00pm.**

TO AVOID ANY DEVIANCIES

We recommend that you follow the instructions for sampling. If a sample arrives with headspace due to incorrect sampling procedures, it will be recorded as deviant on the Certificate of Analysis in accordance with our laboratory accreditation requirements.

RESULTS

Results will be emailed to you in Certificate format when all the tests are fully completed. The process takes **10 WORKING DAYS**. Day 0 is the day the samples arrive to the laboratory. Phone calls requesting results prior to this time cannot be facilitated. When all the tests are completed and approved the Cert will be emailed.

THANK YOU FOR CHOOSING FITZ SCIENTIFIC AS YOUR SERVICE PROVIDER.