Routine Sampling Checklist

Description of Task	Notes (Fill out info below)	Initials
Download data (if picking up a sample)	Use standard file name to save data. Record date sampled, average flow rate, total time, sample volume, and temperature into chain of custody form.	
Remove used filter and properly store in non- static bag and cooler		
Replace used filter with test filter (for performance checks)		
Perform leak test	Pass: Y / N	
Calibrate flow	Target flow rate is 16.67 LPM. Set flow to 16.67 LPM.	
Verify flow rate	Flow rate should be within 5% of 16.67 LPM. Verified flow: _____ LPM	
Replace the flow audit adaptor with the downtube and sampling head		
Install new sample filter	Filter identifier: _____	
Program BGI PQ200 to run from midnight to midnight on designated sample day	Sample run date: _____	
Fill out chain of custody form		