

# SAMPLING AND SHIPPING INSTRUCTIONS FOR DYNA CLEAN FILTERS

Use the following procedures when sampling a Dyna Clean filter for testing. Samples **will not be tested** without completed Chain of Custody Record and proper packaging in a TCLP Test Sample container and/or a food-grade plastic bag. If you have any questions contact Compliance Services prior to shipping samples at 800-313-8439, ext. 19189.

TCLP Volatiles samples must be tested within 14 days of the sampling date. Please plan your shipping so that they arrive before the Tuesday following the sample date, because we send samples to the laboratory once per week on that day.

## **Models 5100 or R Filters and Aqua Trap Filter Bag:**

1. Allow the filter to drain overnight in the parts washer with the lid closed.
2. Initiate the Chain of Custody (see below for Chain of Custody instructions).
3. Place ENTIRE used filter in the plastic bag provided in Zep TCLP Sample Return Kit. **Do not** cut off pieces and place in plastic bottle. **EXCEPTION: For the Aqua Trap Filter Bag**, you must cut the bag open, remove at least ¼ pound of filtration medium and place that in the plastic bag. If we receive less than ¼ pound of sample, we cannot run the TCLP test and the sample will be rejected.
4. Place the plastic bag containing the used filter in a box suitable for shipping (the original shipping box works well). Remember to enclose the Chain of Custody Record with sample.
5. Send filter to shipping address listed below.

## **Dyna Trap Filter Bag, Dyna Combo, or Dyna-Reclaim Element Filters:**

1. Allow the filter to drain overnight in the parts washer with the lid closed or in a suitable container with a lid.
2. Initiate the Chain of Custody (see below for Chain of Custody instructions).
3. Puncture filter and empty internal clay material into an empty, clean 5-gallon bucket. **Do not** send whole, intact filters for testing. Save the remaining clay contents of the filter until test results are obtained.
4. Stir the clay filter material, with a broom handle or equivalent, for several minutes to assure a representative sample is obtained.
5. Completely fill the plastic sample bottle with a representative sample of clay material from step 4.
6. Send the sample with the completed Chain of Custody Record to the address listed below.

## **Shipping Address for all filter samples:**

Compliance Services (TCLP)  
R&D Laboratory  
Zep Manufacturing Company  
1420 Seaboard Industrial Blvd.  
Atlanta, GA 30318

## **Chain of Custody Form Instructions:**

1. Circle or otherwise indicate whether TCLP Metals, TCLP Volatiles or bottle tests are to be run.
2. The person initially creating the sample signs the first “Relinquished by:” box.
3. All subsequent handlers of the unsealed sample must sign the first open “Received by:” and the next “Relinquished by:” box.
4. The person that will be sealing the shipping box signs the next available “Relinquished by:” box and seals the chain of custody form in the shipping box.
5. The receiver for the shipping company does not have to sign the chain of custody form unless that person actually seals the sample in the shipping box.