








Following are instructions for the deployment and retrieval of Beacon Air Samplers to measure the concentrations of VOCs in air. Before going into the field, make sure you have everything you need by checking the enclosed Kit Inventory sheet. If at any time you have questions or need additional assistance please call us at **1-410-838-8780** or email [help@beacon-usa.com](mailto:help@beacon-usa.com).

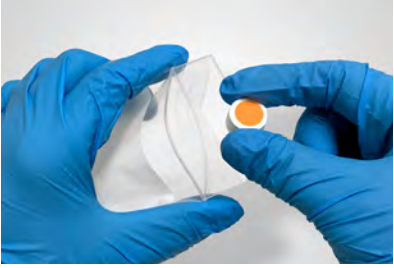



## Sampler Deployment

<p>1</p>	<p>Cut a piece of string long enough to hang the sampler at the desired height and place the string within easy reach. As an option, wire can be used.</p>	
<p>2</p>	<p>Remove one of the Beacon Samplers (a glass vial containing two sets of hydrophobic absorbent cartridges) from the Sampler Bag.</p>	
<p>3</p>	<p>Replace the White Solid Cap on the Sampler with a Black Sampling Cap (a one-hole cap with a screen meshing insert). Place the Solid Cap back into the Sampler Bag for storage.</p>	
<p>4</p>	<p>Slide the sampler into the provided Beacon Sampler Holder all the way or until it “clicks” into place, with the Sampling Cap facing out from the holder.</p>	

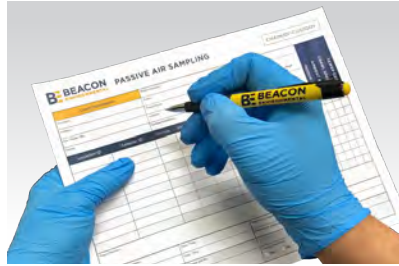

**PASSIVE AIR SAMPLING INSTRUCTIONS**

<p><b>5</b></p>	<p>Secure the previously cut piece of string or wire to the loop on the back of the holder. If using string, double the string and thread the looped end through the back of the holder, then thread the other ends through the string's loop and pull tight to ensure the string will not untie.</p>	
<p><b>6</b></p>	<p>Secure the other end of the string/wire to any nearby structure (support stand, hooks, shelving, posts, etc.). Suspend the Sampler at the desired height (typically within the breathing zone) with the Sampling Cap facing downward.</p>	
<p><b>7</b></p>	<p>Record on the Chain-of-Custody: Sample location, date and time of deployment (to nearest minute) and any other relevant information.</p>	
<p><b>8</b></p>	<p>Move to next location. Repeat steps 1-7 until all Samplers are deployed.</p>	

Sampler Retrieval

<p>1</p>	<p>At each location, remove a Solid Cap from the Sampler Bag.</p>	
<p>2</p>	<p>Remove the Beacon Sampler from the Beacon Sampler Holder. Discard the holder.</p>	
<p>3</p>	<p>Remove the Sampling Cap and replace it with a Solid Cap. Use a ballpoint pen (not a Sharpie marker) to record the sample location ID on the cap's label.</p>	
<p>4</p>	<p>Place the sealed and labeled Sampler in a Sampler Bag. Using a ballpoint pen, record the sample number on the white block on the bag. Then place the individually bagged and labeled Sampler into the larger Return Shipment Bag.</p>	

**NOTE: Every Sampler must be individually bagged and placed in a Return Shipment Bag. If you know or suspect some Samplers were exposed to unusually high levels of contaminants, place these Samplers separately in the extra Return Shipment Bag provided.**

<p>5</p>	<p>On the Chain-of-Custody, record the date and time of retrieval (to the nearest minute), average temperature during sampling event, and any other relevant information.</p>	
<p>6</p>	<p>Repeat steps 1-5 until all Samplers have been collected.</p>	
<p>7</p>	<p>After all Samplers have been retrieved, verify that the solid caps on each sampler are sealed tightly and that the seals on the Sampler Bags are closed. Verify that all Samplers are stored in the Return Shipment Bag, which contains an adsorbent pak.</p>	

Returning Samples to Beacon

<p>8</p>	<p>Sign and date the Chain-of-Custody. Scan or make a photocopy for your records.</p>	
<p>9</p>	<p>Package Samplers and the Chain-of-Custody in a sturdy cardboard box with bubble wrap for return shipment. Seal the box and affix the provided FedEx Airbill. Send to the address noted below:</p> <p><b>Beacon Environmental Attn: Receiving 526 Underwood Lane Bel Air, Maryland 21014, USA 1-410-838-8780</b></p>	
<p><b>IMPORTANT! Do not use styrene peanuts, newspaper or other packing materials that may contaminate the samples. Avoid smoking while handling samples.</b></p> <p><b>Please DO NOT return the Sampling Caps or Beacon Sampler Holders, as they could bias the Samplers. Return all extra Samplers to avoid replacement fees.</b></p>		

Need additional assistance? Beacon's here to help.  
Call 1-410-838-8780 or email [help@beacon-usa.com](mailto:help@beacon-usa.com).