

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**.

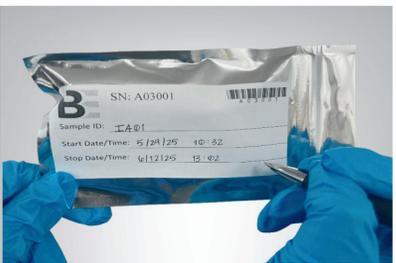
Sampler Deployment

<p>1</p>	<p>Cut an appropriate length of string to hang the Sampler at the desired height and place it within easy reach. As an option, wire can be used.</p>	
<p>2</p>	<p>Tear open the heat-sealed end of the resealable bag along the notches. Open the bag and remove the Beacon Sampler and Black Sampling cap (a one-hole cap with a screen meshing insert).</p>	
<p>3</p>	<p>Replace the White Solid cap on the Sampler with the Black Sampling cap. Pull the Sampler slightly out of the Holder, if necessary, to screw on the cap, and then push the sampler back into the Holder. Place the White Solid cap back into the resealable bag for storage.</p>	
<p>4</p>	<p>Secure the string or wire from Step 1 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>	

BEACON AIR SAMPLER INSTRUCTIONS

<p>5</p>	<p>Secure the other end of the string/wire to any nearby structure (e.g. 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>6</p>	<p>Record on the Chain-of-Custody: Sample ID, Serial Number, date and time of deployment (to nearest minute), and any other relevant information.</p>	
<p>7</p>	<p>Move to next location. Repeat steps 1 - 6 until all Samplers are deployed.</p>	

Sampler Retrieval

<p>1</p>	<p>At the sample location, remove the Solid Cap from the Resealable Bag.</p>	
<p>2</p>	<p>Remove the Beacon Sampler from the Holder.</p>	
<p>3</p>	<p>Remove the Sampling Cap and replace it with the Solid Cap. Use a ballpoint pen (<i>not a Sharpie or Gel Pen</i>) to record the Sample ID on the Vial "ID" label.</p>	
<p>4</p>	<p>Using a ballpoint pen, record the Sample ID, as well as the start and stop dates and times on the label of the resealable bag with the matching Serial Number. Place the Sampler in the bag and reseal it. Then place the individually bagged 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 the 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 all Samplers are stored in the Return Shipment bag, which contains an adsorbent pak.</p>	
<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 a Priority Shipment label to it. Send it to the address noted below:</p> <p>Beacon Environmental Attn: Receiving 526 Underwood Lane Bel Air, Maryland 21014, USA 1-410-838-8780</p>	

IMPORTANT! Do not use styrene peanuts, newspaper or other packing materials that may contaminate the samples. Avoid smoking while handling samples. Return all extra Samplers to avoid replacement fees.

**Need additional assistance? Beacon's here to help!
Call 1-410-838-8780 or email help@beacon-usa.com.**