



NTN/PFAS Bag Folding Instructions

Items needed:

- Tyvek lab coat
- Vinyl gloves
- Sample bucket/bag
- 4"x15" Ziploc bag

Note:

The week the semi-annual QC procedures are performed, the deployed weekly NTN sample bag should be submitted with the NTN sample bottle. Following the decanting of the sample, the NTN sample bag is retrieved from the bucket, folded, and submitted with the weekly sample

PFAS Instructions for Folding/Packaging the NTN Sample Bag

1. Complete the NTN sample decanting procedures as per weekly protocols. Any sample that remains in the bag after filling the 1L bottle can be discarded. Remove the bucket strap.
2. **Wearing the Tyvek lab coat and clean gloves**, carefully remove the bag from the bucket by working the bag up from the bucket. Keep the bag fold (part of bag that folds over outside of bucket) intact. **It is important not to unfold it completely**, as anything that was on the bag fold outside of the bucket can contaminate the inside of the bag.



Figure 1. Folded sample bag removed from bucket.

3. With the sample bag removed (keeping fold intact), pull the bottom corners to remove creases and ensure all remaining water in the bag is removed along with any large debris items (i.e. anything that can be easily/cleanly removed).



Figure 2. Flatten out sample bag with fold still intact.

4. Place the bag on a clean flat surface (clean area with DI water if necessary). Carefully flatten the bag and remove creases in the bag. Evacuate as much air out of the bag as possible.
5. Grasp the top corners and fold the bag along the red dashed line towards you (fold “the fold” halfway).

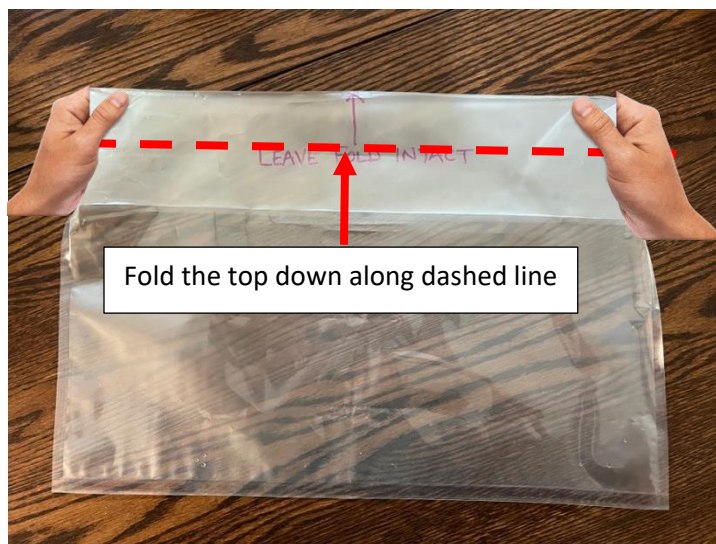


Figure 3. With fold intact, the first fold is along the red dashed line.

6. Holding the folded over part, fold the bag again towards you along the red dashed line.

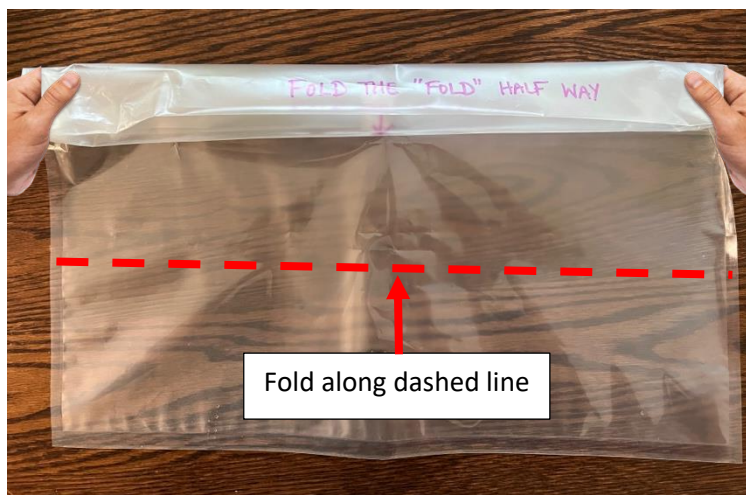


Figure 4. Second fold along dashed line.

7. Fold the bag again towards you along the red dashed line.

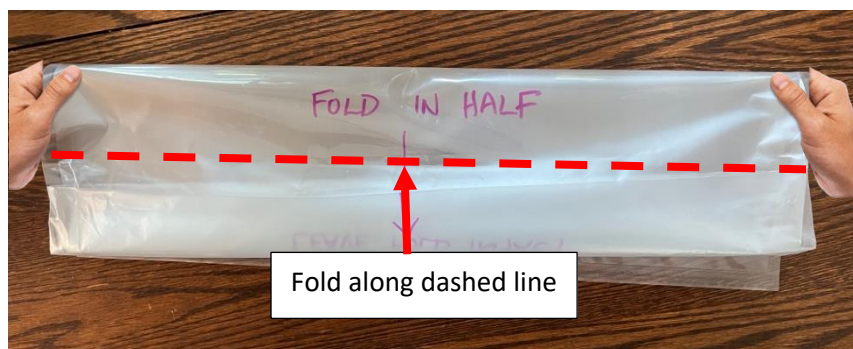


Figure 5. Third fold along dashed line.

8. Fold the bag again along the red dashed line.



Figure 6. Final fold along dashed line.

9. The bag should look like the folded bag below.



Figure 7. Folded sample bag completed.

10. Place the bag into the 4"x15" bag provided.



Figure 8. Insert folded sample bag into 4"x15" bag.

11. **Write the Site ID, Sample On and Sample Off dates on the outside of the 4x15" bag.**
12. Note any comments regarding the procedure on the field form (FORF).
13. Place the folded bag, the field form (FORF), and the 1L sample bottle into the 1L shipping box and ship back to the lab.
14. If you have any questions or comments, please contact 1-800-952-7353.