

THE STEPS

Follow each step carefully.



END CAP (1)



TIME (6)



START (5)



POWER
BUTTON (4)



TIME (8)

STOP (7)

1. Pull off both end caps of the sampling tube (1 & 2).
2. Press sampling tube snugly on the inlet of the sampling pump (3).
3. Place the pump in the metal basket on the tripod.
4. Press the power button to turn on the sampling pump (4).
5. Press the green start button (5).
6. RECORD THE START TIME from pump screen (6).
7. Wait with the pump for 1 hour.
8. While you are waiting, look around and record observations on potential sources in the area.
9. After 1 hour, the sampling pump should automatically stop. If not, then press the red stop button to turn off (7).
10. RECORD THE STOP TIME (8). Remove tube.
11. Replace both end caps on sampling tube.
12. Put the sampling tube back in the zip lock pouch and seal it.
13. Complete all sections in the Field Log.
14. Place the Field Log, map, tripod and sampling pump back in the shipping box.
15. Call the DEC Regional office (phone # on Field Log) to arrange for pickup or delivery of the sampling equipment.

Division of Air Resources

COMMUNITY AIR SCREEN

INSTRUCTIONS FOR SKC PUMP SAMPLING

Read this pamphlet completely before you start.

The sampling pump is for sampling outdoor air only.

Do not use the pump indoors!



ARE YOU READY TO SAMPLE?

- Have you read this pamphlet completely?
- Have you seen the training video located at www.dec.ny.gov/public/81629.html?
- Do you have the sampling pump, sampling tube, tripod and map?
- Do you have the Field Log?
- Do you have a pen and clipboard to write on?
- Do you have a watch for keeping track of and recording time?
- Is it going to be a dry day? Is the wind coming from the right direction? Is the day too windy?



THE PUMP

The sampling pump comes fully programmed to collect a 1-hour air sample. Instructions, data recording sheets and other tips are included in the plastic sleeve. Please collect your air sample as soon as possible.

Do NOT touch the program settings on the sampling pump.

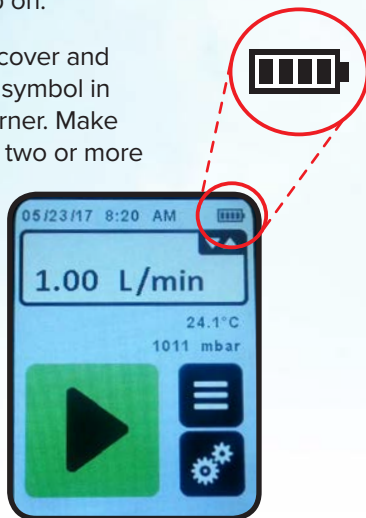
No smoking anywhere in the vicinity of the sampling pump or while the sample is being collected.

Storage of equipment until you sample:

- Store pump and tubes away from lawn mowers, bottles of pesticides or any open fire.
- Avoid getting any material such as lotion, perfume, oil, grease, herbicides or pesticides on the outside of the pump and tubes.

Before sampling,

1. Check to make certain that the sampling pump battery is fully charged.
2. Turn the pump on.
3. Flip open top cover and locate battery symbol in upper right corner. Make sure there are two or more bars before sampling. If not, the sampling pump battery should be charged.



PAPERWORK AND REPORTING

You might have as many as four samples to collect at different times or different spots around the neighborhood. Each sample has paperwork with it.

- Mark the exact location of the sample on the map included with your sampling pump.
- If you decide to collect a sample in a location not on the map, record that location, including street name and number, cross streets, etc.
- Consider including photos of the sampling site. These help us better understand the situation. Observe and record traffic congestion and idling vehicles.
- Do not sample during lawn mowing, leaf blowing, or other garden equipment activities.
- Do not sample near a fire.
- Remember to complete the Field Log. It can also be found online at www.dec.ny.gov/docs/air_pdf/casfieldlog.pdf
- Complete one form for each sample obtained.

IS TODAY THE DAY TO SAMPLE?

Use your judgment. Odors don't have to be the "worst ever" to get a good sample.

- Make sure wind is from the right direction.
- No wind or light steady winds are OK.
- Avoid strong winds.

Questions? Contact -

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SETTING UP & SAMPLE TAKING

Your job is important. Remember to carefully follow the steps outlined on the back.



The sampling pump comes fully programmed to collect a 1-hour air sample. Once the sampling pump is turned on, outside air is sucked through the plastic tube. Formaldehyde in the air reacts with a material inside the tube and traps it. Formaldehyde

is removed from the material at the laboratory and measured.

It takes 1 hour to collect a good sample. You must stay with the sampling pump for the entire time and record the data.

- Your sampling equipment includes a tripod to lift the sampling pump off the ground and to place the air inlet at breathing height (around 4 to 5 feet off the ground).
- Face the wind and place the tripod in front of you to collect the sample.
- Make certain that all tripod legs have been extended and that the tripod is stable.
- Place the sampling pump upright (with the air inlet pointing up) in the metal basket on the top of the tripod.

EQUIPMENT DELIVERY

Call your DEC regional office as soon as sampling is done to make arrangements to return the sampling pump. Samples must be shipped to DEC laboratory **within 48 hours** after the sample is collected. Do not sample on Saturday.