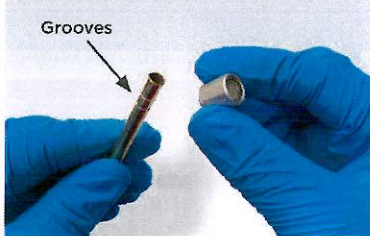
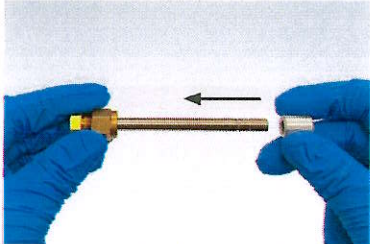
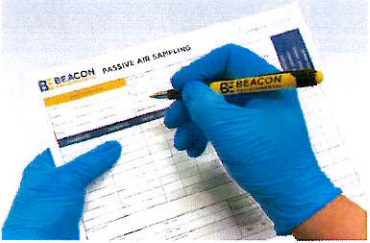


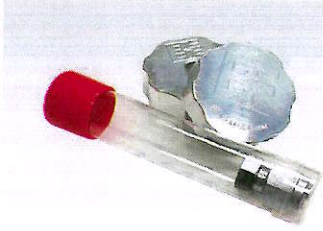
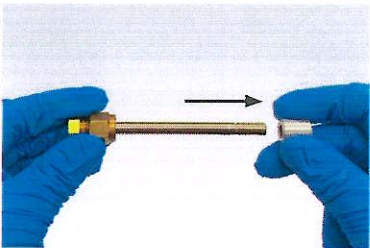
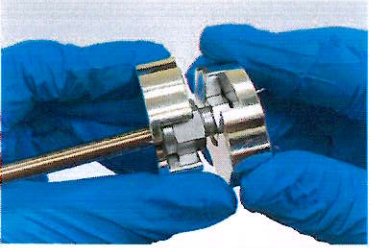
Following are instructions for the deployment and retrieval of Beacon Sorbent Samplers to measure the concentrations of VOCs in air. Before going into the field, make sure you have everything you need by checking the enclosed Inventory sheet. If at any time you have questions or need additional assistance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

Sampler Deployment

1	At each sampling location, remove a Sorbent Sampler from the small Sample Bag. Make sure the Sorbent Sampler ID matches the ID on the bag prior to use.	
2	Open the plastic tube with the red cap and remove a Sorbent Sampler. Place the plastic tube and red cap to the side for now.	
3	Locate the small bag containing the Diffusion Caps and remove a Diffusion Cap.	
4	Locate the end of the Sorbent Tube with the stainless steel cap. Using the Disk Wrench Set, loosen and slide the stainless steel cap off the stainless steel tube. Place the removed cap back into the plastic tube with the red cap and store for later use during retrieval.	

5	The sampling end is identified with one or two grooves. The Diffusion Cap must only be placed on this end. This is very important!	
6	Push the Diffusion Cap onto the open end of the stainless steel tube until it will not slide any further.	
7	IF REQUIRED: Take a black Hanging Cap and push it tightly onto the brass cap on the opposite end of the Sampler.	
8	IF REQUIRED: Tie a length of string to the Hanging Cap. Hang the Sampler vertically making sure the sampling end is facing downward. This is very important!	
9	On the Chain-of-Custody, record the Sample location, Tube ID (which is etched on the stainless steel tube), date and time of emplacement (to nearest minute) and any other relevant information.	
10	Move to next location. Repeat steps 1-9, until all samplers are deployed.	

Sampler Retrieval

1	At each location, you will need the Disk Wrench Set and a clear plastic tube containing a previously removed stainless steel cap.	
2	Retrieve the Beacon Sorbent Sampler from it's sampling location and remove the Hanging Cap if used. Pull the Diffusion Cap off the end of the stainless steel tube and place it to the side for now.	
3	Take the stainless steel cap from the plastic tube and slide it completely onto the end of the stainless steel tube (you may need to loosen the cap slightly to push it on all the way). Finger tighten the cap so it is secure.	
4	Then, using the Disk Wrench Set, tighten by approximately 1/2 turn, or until tight.	
DO NOT OVER-TIGHTEN THE STAINLESS STEEL CAP! Crimping, the end of the tube will prevent a proper seal, damage the tube and potentially ruin the tube. When properly tightened, you should not be able to easily slide the caps off the tube.		

5	Place the sealed Sampler back into the plastic tube with the red cap. Verify the Sampler ID and place it into the Sampler Bag. Mark the bag label with the install date, retrieval date and sample location.	
6	Place the Diffusion Cap into same Sampler Bag with the Sampler for return shipment. Seal the Sampler Bag and place it into the larger Return Shipment Bag.	
7	On the Chain-of-Custody, record the date and time of retrieval (to the nearest minute) and any other relevant information.	
8	Repeat steps 1-7 until all Samplers have been collected, sealed back in their clear plastic tubes and Sample Bags. Remember to return all Diffusion Caps and the Disk Wrench Set. Sign and date the Chain-of-Custody. Scan or make a photocopy for your records.	

Returning Samples to Beacon

9	Package the Samples in a sturdy cardboard box using bubble wrap to protect the Samplers. Include the original signed Chain of Custody. Seal the box and affix a Priority Airbill. Then send to the address noted below: Beacon Environmental Attn: Receiving 526 Underwood Lane Bel Air, Maryland 21014, USA 1-410-838-8780	
IMPORTANT! Do not use styrene peanuts, newspaper or other packing materials as they may contaminate the samples. Avoid smoking while handling samples.		

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