

## VOC Instructions - Passive Sampling Only

**Shelf life:** This tube has a shelf life of 10 weeks. Tubes must be exposed and returned for analysis within this period. If tubes are not used they must be returned within 56 days and marked clearly that analysis is not required.

**Tube storage and preparation:** Tubes should be stored in a dark place away from a heat source before exposure. A desk drawer is ideal. Tubes should always be stored and handled in clean environments, for example a well-ventilated office, well away from laboratory solvents or major emission sources like photocopiers or laser printers. Brief exposure of the tubes to moderately contaminated air (such as would be typical of laboratory, factory or clinical environments) is inevitable when preparing for sample collection and analysis. However, contamination accumulated during these brief periods should not be significant and can be corrected with the appropriate use of blanks. Once sampling or analysis is completed, tubes should be recapped with the brass end caps as soon as possible and returned to the clean environment for storage. If using a blank tube, do not remove the end caps from the tube. Store in the same conditions as the sampling tubes.

**Fixing tubes:** It is important that the end of the tube is in an area with a free circulation of air. Certain surfaces may act as absorbers leading to reduced atmospheric concentrations immediately adjacent to the tube. For this reason tubes should not be mounted directly onto a surface. Ideally a spacer of at least 5cm should be used between the surface and the tube. The spacer should not be placed in any form of recess (to avoid the possibility of sampling stagnant air). To avoid sampling in an area of higher than usual turbulence, tubes should not be located on the corner of a building.

It is very important that moisture does not enter the tube – if the environment is humid, please contact us for advice.

### Exposure:



A B C D E F



1. Identify the end of the tube with the groove (usually the end with the coloured spot on the cap) (A).
2. Use Tubelock tool to remove the cap nearest the GROOVED end of the tube (B).
3. Push the diffuser cap on the open end of the tube (C)
4. Position the tube vertically with the diffuser cap end (coloured spot) facing downwards during sampling. Leave in place for the required period (between 2 and 4 weeks) (D).
5. After exposing the tube for the required period of time, remove the diffuser cap. Use the Tubelock tool to place the brass end cap on to the tube. **DO NOT OVERTIGHTEN, DO NOT USE SPANNERS.** Test the tightness of the caps by gently pulling them (E and F)
6. Label the tube with the labels provided, stick the smallest area to the tube as possible, do not cover the whole tube with a label. Do not cover tubes with sticky tape. If you want to provide additional protection to the tube, please wrap in tin foil – this is optional.

**Returning tubes:** Tubes should be returned as soon as possible after exposure. Fill in exposure sheet including exposure time. Tubes should be returned in a sealed container, such as the plastic bag that they are received in. Tubelock tools should also be returned if hired.

### Return address:

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