

## Industrial Hygiene Labs

### Public Sector Sampling

1. Order sampling media from Analytics Lab (800) 888-8061. As a side note: if you need high volume pumps for IAQ issues, we can order pumps, etc. from the lab as well. The pumps come calibrated and ready for use. We sample and return everything to the lab for post cal as well as the analyzing of the samples.
2. Calibrate pumps with media.
3. Sample
4. Label media
5. Post calibrate pumps.
6. Fill out chain of custody form provided by Analytics Lab.
7. Fill out Form 91 - use pre-numbered forms or get number from OE. (Forms can be handwritten or typed onto a Form 91 template.)  
Note that this form does not go to the lab.
8. Box up media and lab copy of chain of custody form.
9. Mail to Analytics Lab at: 10329 Stony Run Lane, Ashland, VA 23005
10. When results are received, copy results and submit Shirley Curtis for billing
11. Write up results for employer. Also update OE with required entries on the 91As. Include results and 91As in the file.

### Private Sector Sampling

1. Order media from Wisconsin Occupational Health Lab (WOHL) (800) 446-0403 or on-line at <https://www.slh.wisc.edu/apps/WOHLMediaOrder/>
2. Calibrate pumps with media.
3. Sample
4. Label media
5. Post calibrate pumps.
6. Fill out Form 91 - use pre-numbered forms or get number from OE. (Forms can be handwritten or typed onto a Form 91 template.)  
Make a photocopy of this form for the lab.
7. Box up media with a copy of the completed Form 91.
8. Mail to WOHL at: P. O. Box 7996, Madison, WI 53707-7996
9. When results received, write up results for employer. Also update OE with required entries on the 91As. Include results and 91As in the file.