

3.5.2 Sample coding and documentation

Each sample should receive a unique identification code, and all information should be recorded in a sample documentation form with corresponding coding. The first two pages of the three-page form described in Chapter 2.5.2 may be used and completed with the following information:

- On the first page, information on the sampling procedure is entered, including the reason for sampling, an indication of the priority or importance of the samples, description of samples and sampling site, sampling methods and results of on-site analyses.
- On the second page, a sketch of the relevant part of the chemical production facility should be drawn, indicating pipelines, reactors and the positions of the sampling sites.

Three copies of the form should be made, one of which should accompany the samples to the Technical Secretariat, one should be left with the state party inspected and one should be kept by the sampling team.

3.5.3 Sample preservation

All samples should be treated as soon as possible after collection, to ensure that the chemical warfare agents are still present on arrival at the laboratory. The appropriate treatment varies according to the origin of the samples. To ensure the integrity of the samples, in some situation, no treatment is desirable.

- Aqueous samples (e.g. waste water) should be preserved by passing the sample through a cartridge filled with a polymer C₁₈ adsorbent which retains most of the scheduled chemicals. The cartridge may then be transported to the laboratory for subsequent elution and analysis.