

## Collecting a Water Sample (for Private/ Bottled/Vended)

---

- All tests submitted must be collected in a container approved by this laboratory.
- Collect the sample from an outside faucet (for homes), not a kitchen or bathroom faucet if possible.
  - Make sure the faucet is above ground and free of grass, shrubbery and debris.
  - Flush the faucet for several minutes.
  - Heat the faucet with a torch or wash it with a strong bleach solution to kill any bacteria that might be present. Heating the faucet is the preferred method.
  - Do not rinse the container or pour out the white powder. It does not interfere with the test.
  - Adjust the stream of water to the size of a pencil.
  - Without touching the inner neck of the container or lid, fill slightly above (1/4 inch) the 100 ml. mark. Do not overfill.
  - Keep the sample out of direct sunlight and deliver on ice or a cold pack to the lab.
  - The lab must receive the sample within 24 hours of collection.

## Paperwork for the Water Sample

---

- Samples must be accompanied by a completed approved Microbial Monitoring Form.
  - Complete the left side of the form. The shaded right side is for lab reporting.
  - Fill out the address portion of the form for where the results are to be sent.
  - Enter the date and time of collection.
  - Enter the point of collection (site, location or town) or 911 address.
  - Enter the name and phone number of the collector. (Print and sign as the sampler).  
Upon arrival at the lab the sample is relinquished by the sampler or courier and dated/time on arrival.
  - If someone else delivers the sample to the lab other than the sampler, the courier will need to enter a signature, date and time on the form.
  - Email is required, unless other arrangements are made to receive results.

## Returning the sample

---

- A sample fee is due upon submitting sample.
- The lab has the ultimate authority to reject any sample due to:  
Insufficient quantity; chlorine in sample; damaged container; form incorrect; sample collection beyond 24 hrs.
- Results will be emailed to the submitting party.