

## **Procedure for Collection of Water Samples for Bacteriological Analysis**

1. Select a tap or faucet in a well-used location.
2. If there is a screen or aeration device on the faucet, remove it.
3. Open the cold water tap and let the water run at full force for 5 to 6 minutes to flush out the stale water.  
(Avoid using a faucet with a swivel joint mount. If you must use a swivel faucet, do not move it or change the faucet setting during the flushing period or while filling the container.)
4. Adjust the tap until flow stabilizes in a moderately slow, steady stream.
5. Remove white paper sterility strip from the water collection bottle before unscrewing cap.
6. Do not let the lid become contaminated.
  - Do not let anything touch top of open bottle or lid.
  - Do not rinse out or wash bottle! The bottle contains a white powder – Sodium Thiosulfate, which is added to inactivate any free chlorine that may interfere with the test.
7. Without touching the bottle to the faucet, fill the bottle to the 100ml line. Immediately replace cap.
8. Record collection information on bottle label and on requisition form. (Please do not write on cardboard container or metal lid, as these are reused.)
9. Be sure to fill out all required information on the form. Place the form in the canister with the water bottle for return shipping.

## **SUBMISSION OF WATER SAMPLE TO LABORATORY**

Complete the form in each required section, including:

- Account name, address, phone, etc.
- ‘SAMPLED BY’ - the name of the person collecting the sample
- For ‘SAMPLE LOCATION’, record the location that the sample was collected
- Enter ‘CHLORINE LEVEL’ (Free Chlorine) if a chlorinated system
- **\*\*\*IMPORTANT\*\*\*** Select the appropriate type of testing:
  - EPA: for EPA required testing - **BE SURE TO RECORD YOUR EPA ID #!**
  - NON-EPA: for tests that are not part of an EPA required testing routine
  - RECREATIONAL: for non EPA testing of pools, spas, campgrounds, etc.
- ‘SAMPLING DATE’ & ‘TIME’ must be recorded!