

Sampling Instructions

Only use sample bottles provided by the laboratory. Samples must be received within 24 hours after sample is taken. All samples must be kept cold until returning to the laboratory. Samples must be returned to the drop-off location or laboratory on ice unless submitting the samples immediately after collection.

Coliform/E.coli

1. Find the sterile, cellophane wrapped sample bottle **labeled Analysis: Coliform**. DO NOT remove the cap from bottle until ready to fill. DO NOT rinse the sample bottle. There may be a small amount of powdered chemical preservative (sodium thiosulfate) inside which is used to removed residual chlorine, if necessary.
2. Select a tap that is frequently used but do not use a single handle-mixing faucet, if possible. Wash hands or wear gloves. If you want to know if there is Coliform bacteria in your water before any treatment or devices, these systems must be removed prior to sampling. Allow the water to flow full force for 3-5 minutes. Turn water down to pencil size stream so it doesn't splash.
3. Remove the protective cellophane around and the bottle cap and carefully open the sample bottle, keeping hands away from the inside of the cap or the bottle rim. Note the 100 mL mark on the side of the sterile sample bottle. Fill the sample bottle to just above the 100 mL line. DO NOT underfill – a minimum of 100 ml sample is required. If overfilled, DO NOT pour out excess.
4. Cap bottle immediately and be sure to tightly screw on the lid.
5. Clearly mark sample bottle label with your name, sampling date/time, and sampler's name or initials.

Metals

Lead, Calcium, Copper, Iron, Magnesium, Manganese, Potassium, Sodium

Arsenic, Barium, Cadmium, Chromium, Nickel, Zinc, Hardness

1. Find sample bottle **labeled Analysis: Metals**. CAUTION: Bottle for Metals (with pink label) contains acid preservative. **DO NOT** rinse the sample bottle.
2. To collect sample, select an indoor faucet and run the water for five minutes (Note: if you have already run the water for five minutes to collect another sample, you do not need to run the water again for this sample.)
3. Slowly fill the bottle with sample water. The bottle should be filled to one to two inches from the top. Cap bottle and be sure to tightly screw on the lid.
4. Clearly mark sample bottle label with your name, sampling date/time, and sampler's name or initials.

Alkalinity

1. Find sample bottle **labeled Analysis: Alkalinity**. To collect sample, select an indoor faucet and run the water for five minutes (Note: if you have already run the water for five minutes to collect another sample, you do not need to run the water again for this sample.)

2. Rinse the sample bottle by filling 1/3 full with the water, shaking and discarding water. Repeat 2 more times. After you have rinsed the bottle, fill the bottle to the very top leaving little to no empty space. Cap bottle and be sure to tightly screw on the lid.
3. Clearly mark sample bottle label with your name, sampling date/time, and sampler's name or initials.

All other Tests

4. Find sample bottle with empty Analysis label (non-sterile, no-preservation bottle). To collect sample, select an indoor faucet and run the water for five minutes (Note: if you have already run the water for five minutes to collect another sample, you do not need to run the water again for this sample.)
5. Rinse the sample bottle (by filling 1/3 full with the water, shaking and discarding water. Repeat 2 more times. After you have rinsed the bottle, fill the bottle to the top. Cap bottle and be sure to tightly screw on the lid.
6. Clearly mark sample bottle label with your name, sampling date/time, analysis requested, and sampler's name or initials.

Additional Comments:

Fill out the *Chain of Custody*.

Deliver with sample on ice to drop-off location

The results will be emailed directly to the email address noted on the *Chain of Custody*.

Please call us at 570-887-4645 if you have any questions.