

The prescribed procedures must be followed in detail for a valid laboratory analysis.

1. Select the sampling tap:

- A. A tap, such as faucet, petcock, or small valve, is preferable. Do not sample from hoses or drinking fountains.
- B. Avoid taps with a leak at the stem or taps with a swivel joint.
- C. Aerated or screened nozzles may harbor bacteria. The aerator or screen must be removed before collection of sample.
- D. Place all carbon filters, sediment filters and water softeners on bypass unless operated by a public water system.
- E. Sanitize the nozzle of the tap with a chlorine solution.
 - i. Use a 5.25% sodium hypochlorite solution (household bleach), such as Clorox liquid bleach. Do not use chlorine solutions with special scents. To prepare a sanitizing solution that will contain about 400 mg/l of available chlorine (as hypochlorite) from the 5.25% sodium hypochlorite, add one ounce of bleach to one gallon of water (or one tablespoon per half-gallon). Store the mixed solution in a tightly closed screw capped container. The solution should be discarded and remade six months after preparation. Stronger solutions can be made; however, some faucet discoloration may result.
 - ii. Flush the sample tap to waste for several minutes. Close the valve.
 - iii. Apply the sanitizing solution, prepared in step (i) above to the nozzle. This can be accomplished by either using a spray bottle or a plastic bag.

Using the spray bottle, saturate the tap opening with the sanitizing solution then wait at least two minutes before proceeding or, if using a plastic bag, place the bag tightly over the tap. Alternately squeeze and release the bag to flush the solution in and out of the tap. Do this for two minutes. A fresh bag and solution must be used for each tap.

- F. Flush the tap. The sample to be collected is intended to be representative of the water in the well or water main. The tap must be opened fully and the water run to waste for at least 3-5 minutes to allow for adequate flushing of the piping between the tap and the well or water main.

- G. Reduce the flow from the tap. This will allow the sample bottle to be filled without splashing.
- H. Remove the seal from the bottle and discard it.
- i. Grasp the bottom of the bottle.
 - ii. Remove the cap and hold the exterior of the cap between your fingers while filling the sample bottle. Take care not to touch the mouth of the bottle or the inside of the cap or the sample could become contaminated.
 - iii. The bottle must be open only during the collection of the sample.
- I. Fill the sample bottle.
- i. Do not rinse out the bottle before collecting the sample. Do not remove any “pills or powder” from the bottle. The bottle contains a small amount of sodium thiosulfate to neutralize the chlorine in the water.
 - ii. Do not touch the rim or mouth of the bottle during collection of the sample.
 - iii. Do not overflow. Fill the bottle to within ½” of the top.
- J. Immediately recap the sample tightly.
- K. If there is any question as to whether a sample or bottle has been contaminated during collection of the sample, the sample must be discarded and a new sample collected in a new sample bottle.
- L. Deliver the sample to the laboratory as soon as possible. The laboratory must receive the sample so that analysis can be completed (incubation initiated) within 30 hours after collection. Allow the laboratory adequate time to analyze the sample. Certified laboratories will not test any sample that is older than 30 hours from the time of collection.
- M. Additional information:
- i. A sample form will be supplied with each sample bottle. The paperwork must be completely filled out in a legible manner using indelible ink. Do not use a fountain pen or other pens or markers that have water soluble ink.

- ii. Samples must be collected in bottles supplied by the laboratory that will be performing the analysis. Bottles may be used from other state certified labs, if the laboratory from which the bottle was received, supplies records of the sample bottle's sterility.
- iii. Samples brought to the lab with insufficient sample or sample collection forms not completely filled out, will be discarded.