

## ALLIANCE ANALYTICAL LABORATORIES DRINKING WATER SAMPLING PROCEDURES

1. Wash hands thoroughly, do not open sample bottle until you are ready to proceed. Sample results are dependant on proper sampling technique.
2. Sample must be taken from a tap that is representative of the water distribution system, preferably from the sample tap located at or near the water pressure tank. If the pressure tank is not accessible, the sample will be collected from another water tap that is representative of the drinking water system.
3. Water tap must be free of aerators, strainers, hose attachments, mixing type faucets, and purification devices.
4. The **COLD** water tap must be used and the service line cleared before sampling by running the water for a minimum of two minutes, or until the temperature changes. Stagnant water is not to be used.
5. Do **not** touch the inside of the sample bottle or cap.
6. Do **not** rinse sample container (white powder is a preservative).
7. Sterile sample containers must be filled to at least the 100 ml line so sample volume is sufficient to perform all required tests. Leave at least a half inch air space to facilitate mixing of the sample by shaking.
8. If the well was recently chlorinated, collect a second container of water to ensure there is enough sample to check the chlorine level before testing begins.

The sample collector is responsible for properly packaging and returning the samples to the laboratory for analysis. Chill and protect from sunlight. Keep sample cold/on ice during transit to the laboratory. Do **not** freeze sample. All drinking water samples must be received by the laboratory within twenty-four hours of collection. All irrigation water samples must be received by the laboratory within six hours of collection. All partial chemistry water samples must be received by the laboratory within forty-eight hours of collection. Upon delivery, the sample collector will relinquish custody of the samples to laboratory personnel.

The front of this form must be filled in and accompany samples submitted for testing. Mandatory fields that must be completed on the form are: sample source and point of origin, sample collection information, billing information, and test request information.

If chain of custody is required, please sign and date in the box below at time of delivery.

Transport/relinquished by information		
Delivered by	Received by	Date/Time
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____