



## WATER ANALYSIS SUBMITTAL FORM

### Sampling Procedure for Bacteria – Coliform / E.coli

1. Wash hands thoroughly, do not open sample bottle until you are ready to proceed. Sample results are dependent on proper sampling technique.
2. Sample must be taken from a tap that is representative of the water distribution system, preferably from the kitchen or bathroom tap.
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 (the white powder/pill 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.
8. If the well was recently chlorinated, collect a second container of water or fill the sample container to 120mls to ensure there is enough sample to check the chlorine level before testing begins.

### Sampling Procedure for Partial Chemistry – Nitrate, Nitrite, Fluoride, Chloride, Hardness, Iron, Sodium, and Sulfate

1. Wash hands thoroughly, do not open sample bottle until you are ready to proceed. Sample results are dependent on proper sampling technique.
2. Sample must be taken from a tap that is located at or near the water pressure tank. If the tank is not accessible, the sample will be collected from the nearest sampling tap to the water pressure tank.
3. The service line must be cleared by running the water for a minimum of two minutes. Stagnant water is not to be used (unless sampling for lead and copper corrosion).
4. Follow steps 5-7 listed above.

If sampling for any other tests such as Lead, Copper, VOC, SOC, Arsenic, Cyanide, or Metals, please call the laboratory to ensure proper sampling procedure and correct sampling bottles.

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.

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

Transport/Relinquished By	Received By	Date / Time
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

#### EPA Maximum Hold Times

Escherichia Coli / Coliform: 30 hours from time taken

Partial Chemistry: 48 hours from time taken

Lead / Copper: System not used for a minimum of 6 hours before sampling