

1. The sampler will receive a sample kit from our lab.
2. **WHEN SAMPLING, BRING ICE IN SEALED BAGS TO CHILL SAMPLES DURING SAMPLE COLLECTION.**
3. Put on nitrile gloves. If sampling from faucet, remove the aerator and screen.
4. Flame the mouth of the water outlet, or clean it thoroughly with a disinfectant (such as alcohol, bleach or heat), to minimize superficial contamination.
5. Open the tap and let the water of the sample source run at fast flow for approximately 5 minutes.
6. The sample kit will include 100 mL sterile plastic bottles.
7. Use indelible ink (i.e. Sharpie pens) to clearly identify the sample bottles with the information listed below (if not already on the label).
 

- Client Name	- Analysis required	- Preservative used
- Sample ID	- <b>Date and Time of collection</b>	
8. Slow water flow to thickness of a pencil (to minimize splashing) and fill bottle.
9. Fill sample bottles, leaving 1/2 inch of headspace. Make sure the mouth of the bottle does not come in contact with anything other than the sample water. **CAUTION:** If the sample container is touched by anything other than sample water, discard it and use a new bottle to avoid risk of contamination. **DO NOT RINSE OUT PRESERVATIVE.**  
  
**CDHS SAMPLING REQUIREMENT: THERE MUST BE 2.5 CM BETWEEN THE TOP WATER LEVEL IN THE SAMPLE CONTAINER AND THE LID OF THE BOTTLE.** If you are using the 125-mL Colilert bottles for sampling, the bottle should be filled to just above the 100 mL level marker – the bottle **MUST** be filled to at least that line.
10. Cap and invert the bottles at least 5 times to mix the sample and preservative.
11. Store at  $\leq 4^{\circ}\text{C}$  but above the freezing point of water until transported to the lab.

#### **SAMPLE SHIPPING AND STORAGE**

1. If shipping samples on the same day of sampling, chill samples until  $\leq 6^{\circ}\text{C}$  by exchanging the wet ice used during sampling with **FRESH** wet ice.
2. **Pack chilled samples** in a cooler and add enough **FRESH** wet ice to take up 30-50% of the cooler (e.g. most of the remaining space) as recommended in our **“Wet Ice Packing Instructions.”**
3. Complete the Chain of Custody during sample collection. Place Kit Order and completed Chain of Custody in a Ziploc style bag in the cooler on top of packing material. The following information is required on the completed Chain of Custody.
 

- Collector's name	- Sample site	-Comments about the sample (if applicable)
- Client Name	-Date and time of collection	-Sample type

4. **Ship via overnight service such as FEDEX, UPS, or DHL, etc.** Maintain an environment at  $\leq 6^{\circ}\text{C}$  but above the freezing point of water during transit. It is recommended that samples arrive within 24 hours of sampling, with no more than 20 hours for transit.
5. If samples are received on the same day as collection, temperature may be  $>10^{\circ}\text{C}$  with evidence of cooling.
6. Maximum **HOLDING TIME FOR SAMPLES** varies depending on the test. Some microbiological tests (such as HPC for any matrix or Coliforms of raw water) have much shorter hold times. To be compliant, those samples must be received within 6 hours from time of collection. For hold times for specific tests, please contact EEA.
7. Alternatively, cool the samples down by placing them **overnight** in a cooler with wet ice, or in a refrigerator (store chilled for at least 12 hours before packing for shipment). Maintain the cold samples until repacked in the cooler for shipment to the lab.

**ADDITIONAL NOTES**

- Try to collect only on a Monday, Tuesday or Wednesday and ship no later than Thursday of each week, and try to **NOT** collect samples on Friday, Saturday, or Sunday unless special arrangements have been made for the receipt of samples at the laboratory within 48-hours of collection.
- If shipping to the laboratory with **frozen gel packs** rather than wet ice, please be sure that the gel packs have **been frozen for at least 48 hours** prior to the shipment time.