



## Sampling instructions for your well water package

Water samples must reach the laboratory as quickly as possible. Samples need to arrive within 24 hours after collection. Samples over **30 hours** old will not be analyzed. Coliform samples are received Monday through Thursdays from 9am to 4pm.

Please Note: Carelessness in collecting and handling samples may lead to inaccurate results. Follow these guidelines for reducing possible contamination while sampling.

1. Wash hands thoroughly before taking samples.
2. If you are collecting the sample from a faucet, REMOVE any aerators, screens, hoses or other mechanical devices attached to the outlet. Avoid taking sample from swivel type faucets
3. Let the COLD WATER run at full force for approximately 2-3 minutes before taking the sample
4. **Remove** plastic seal on the sample bottle and discard it. Remove cap carefully by holding the bottle in one hand and the cap in the other. Do not touch the inside of the cap or bottle. Some sample bottles contain preservatives, including acids and must be handled with care.
5. DO NOT RINSE the bottle with the sample, reduce flow of water and fill the bottle to the neck. Avoid overfilling, splashing and **do not** pour off excess sample. Try to allow at least one inch of air space between the top level of the sample and the bottom of the lid to allow for proper mixing of the sample at the laboratory. **100mls is required for analysis.**
6. Replace cap and close SECURELY, but not too tight. Make sure none of the plastic seal is on the bottle or underneath the lid.
7. Fill the remaining bottle(s) to the neck making sure the caps are securely tightened.
8. Keep samples cool (<10°C) until it is received by the laboratory, but AVOID freezing the sample. Frozen samples will be rejected and a resample will need to be taken.
9. COMPLETE the included Chain of Custody Form. Please be sure to include your name, address a phone number, fax and/or e-mail. Under the project name, write the address where the sample was taken. Under the Sample Identification, write the location where the sample was taken, ie. Kitchen Sink, Well Pump etc. Make sure to include the date and time sampled
10. Sign the "relinquished by" box and write the date and time that the sample was relinquished