



1. Select the Sampling Tap
 - a. A tap, such as a faucet, petcock, or small valve is preferable. Do not sample from hoses or drinking water 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 this sample.
 - d. Place all carbon filters, sediment filters and water softeners on bypass unless operated by a public water system
2. Sanitize the nozzle of the tap with a chlorine solution
 - a. Use a 5.25% sodium hypochlorite solution, such as Clorox Liquid bleach. **DO NOT USE CHLORINE SOLUTIONS WITH SPECIAL SCENTS.** To prepare a sanitizing solution add one ounce of bleach to one gallon of water (or 1 tablespoon per half gallon). The solution should be discarded and remade six months after preparation. Stronger solutions can be made, however, some faucet discoloration may result.
 - b. Flush the sample tap to waste for one minute. Close the valve.
 - c. Apply the sanitizing solution prepared in step (a). Using a spray bottle, saturate the tap opening with the sanitizing solution then wait at least two minutes before proceeding.
 - d. Flush the tap. The sample to be collected is intended to be representative of the water in the main. The cold tap should be opened fully and the water run to waste for 3-5 minutes to allow for adequate flushing of the piping between the tap and water main.
3. Reduce the flow from the tap (This will allow the sample bottle to be filled without splashing)
4. Remove the cap from the sample bottle
 - a. Take care not to touch the mouth of the bottle or the inside of the cap with fingers. Remove the cap and carefully hold it by the outside rim with fingers while filling the sample bottle.
 - b. The bottle should be open only during the collection of the sample.
5. Filling the sample bottle
 - a. Do not rinse out the bottle before collecting the sample. The bottle contains a small amount of thiosulfate to neutralize the chlorine in the water.
 - b. Do not touch the rim or mouth of the bottle during collection of the sample.
 - c. **FILL ABOVE THE 100ML MARK TO THE NECK OF THE BOTTLE. DO NOT OVERFLOW.**
6. Immediately recap the sample bottle
If there is any question as to whether a sample or bottle has become contaminated during collection of the sample, the sample should be discarded and a new sample collected in a new sample bottle.
7. **SAMPLES MUST REACH THE LABORATORY WITHIN THIRTY HOURS OF THE TIME OF COLLECTION**
The time elapsing between collection of the sample and bacteriological examination should in no case exceed thirty hours. If the time exceeds thirty hours, the laboratory will refuse to examine the sample.
8. The data sheet
A data sheet is supplied with each bottle. This sheet is to be filled out in a legible manner using permanent ink or typewriter. Do not use a pen having water soluble ink. Samples that have not been properly identified as to name or entity, address, county, date and time of collection, name of collector, and sample tap identification will not be accepted for bacteriological examination. **PLEASE DO NOT WRITE OR MARK ON THE SAMPLE BOTTLES.**

Samples will be refused for:

- 1) being over 30 hours old 2) leakage or breakage in transit 3) free chlorine residual in dechlorinated sample
4) incomplete information on data sheet 5)being frozen 6) any other reason that may affect test results**

NOTE: Failure to follow these instructions may necessitate re-sampling.