

INSTRUCTIONS FOR THE COLLECTION OF WATER SAMPLES
*****Read instructions before collecting sample*****

1. Only use the sample bottles provided by the Public Health Laboratory. These are 120 ml sterile screw cap bottles with a preservative (white powder-do not empty out).
2. Fill out the provided Water Bacteriology Test Request Form completely. **The following information is required:**

Sample Number

Contact Person and Telephone

Sample site/point (exact location)

Date of Collection

Time of Collection

Name of person collecting the water sample

Name of person transporting the water sample

Purveyor (Name, Address and Telephone number of owner of water system)

3. Check the appropriate box, indicating the type of water and test requested.
4. Collect the water samples according to these directions:
 - a. Keep sample bottle closed until the moment it is to be filled
 - b. Remove the screen from the tap and let the water run for at least **two minutes** before collecting sample. Restrict the water flow so that splashing does not occur.
 - c. Remove cap. While taking the sample, hold and protect the cap. Keep the inside of the cap pointed downward. Do not touch the inside of the cap or the lip of the bottle.
 - d. Hold bottle near the base. **Fill bottle without rinsing.** Fill slightly above the 100ml mark.
 - e. Replace cap, carefully and immediately, after collecting the sample.
 - f. Place water sample bottle in a clean plastic zipper bag.
5. Samples should be examined as soon as possible after collection. All water samples for bacteriological examination need to be delivered to the Public Health Laboratory within four hours of collection or 24 hours of collection if held at refrigerator (2-8°C) temperature. Make sure that the sample is transported in a cooler **on ice**.

WATER SAMPLES ARE ACCEPTED MONDAY THROUGH THURSDAY BETWEEN 8:00 A.M. TO 5:00 P.M., EXCEPT HOLIDAYS AND DAYS BEFORE A HOLIDAY. IN CASE OF AN EMERGENCY, CALL AND MAKE PRIOR ARRANGEMENTS.