

## ALLIANCE ANALYTICAL LABORATORIES DRINKING WATER SAMPLING PROCEDURES

1. Wash hands thoroughly, do not open sample bottle until you are ready to proceed. Sample results are dependant on proper sampling technique.
2. Sample must be taken from a tap that is representative of the water distribution system, preferably from the sample tap located at or near the water pressure tank. If the pressure tank is not accessible, the sample will be collected from another water tap that is representative of the drinking water system.
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 at least two minutes, or until the temperature changes.
5. Do **not** touch the inside of the sample bottle or cap.
6. Do **not** rinse sample container (white powder 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. Leave at least a one inch air space to facilitate mixing of the sample by shaking.

The sample collector is responsible for properly packaging and returning the samples to the laboratory for analysis. Chill and protect from sunlight. All samples collected must be received by the laboratory within twenty-four hours. Upon delivery, the sample collector will relinquish custody of the samples to laboratory personnel.

The following information must be entered on a front of this sheet in indelible ink:

1. WSSN No./Parcel/Tax ID No, if applicable
2. Name of requestor
3. Address of collection site
4. Sample site location (sample tap, kitchen sink, etc.)
5. Testing Required
6. Name of Person taking the sample
7. Date and Time of collection
8. Sample type
9. Disinfectant residual
10. Billing & Reporting Addresses and Phone/Fax Numbers

Transport/relinquished by information		
Delivered by	Received by	Date/Time
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____