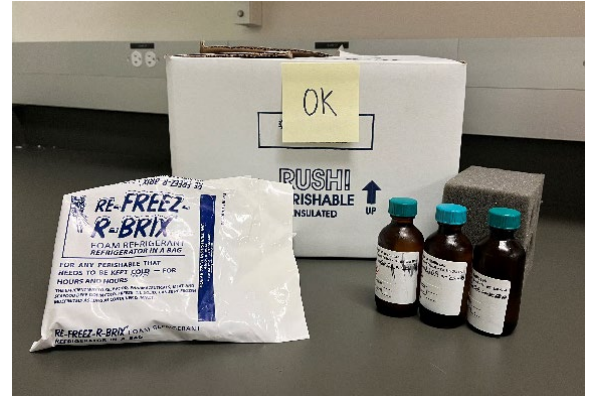


It is very important to read all the instructions before collecting your water in bottles and submitting them to the laboratory.

Your kit comes with:

- Three (3) 60mL bottles with ammonium chloride preservative inside
- Ice packs, unfrozen
- Cooler, for returning samples

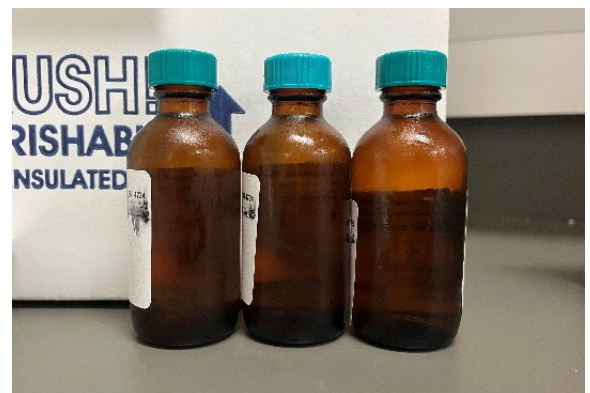


Prepare:

- Put the ice sheets in the freezer ahead of time. It may take 2-3 days for them to freeze completely.
- Do not rinse the bottles. Do not touch the inside of the caps or mouths of the bottles.
- Make sure the lab is accepting samples the day you want to drop them off BEFORE taking your samples.
- We recommend that you wear protective gloves while collecting your samples.
- Wash and sanitize your hands before taking your samples.

Collect Samples:

- Remove any faucet or spigot strainers. Let cold water run for 3-5 minutes at full flow before taking sample. Reduce the flow to about the width of your little finger.
- Carefully remove cap, hold the bottle at an angle, and slowly fill until the water reaches the top of the bottle. Do not over-fill or rinse bottle since the preservative will be lost. Do not allow inside of cap or bottle to be touched by any object.
- Screw cap on securely and shake bottle for 1 minute.
- Do not empty bottle and do not over-fill bottle since preservative will be lost.



HALOACETIC ACID KIT OK– How to Collect Water Samples (continued)

Return Samples to the Laboratory:

- Complete the **Water Sample Collection Information Form** including date and time of collection and return it with sample containers to the Laboratory. Ensure the sample bottles are labelled with your name and sample location.
- Put the tightly closed vials in the cooler with the completed forms. We suggest putting the forms inside a sealed plastic bag to prevent damage.
- Keep all samples together, package samples in cooler/mailler provided to prevent breakage. Arrange frozen ice packs around the foam insert.
- Do not mail your sample on a Friday or the day before a state holiday.
- Read **Sample Return Instructions** for ways to get your sample back to the lab. Visit HealthVermont.gov/drinking-water-sample-drop-information for online sample drop off information.



Frequently Asked Questions:

When can I expect my test results?

You should receive your results within three weeks. To avoid mail delays and get your results by email, write your email address on the **Water Sample Collection Information Form**.

How can I make sure I send a sample that is acceptable for testing?

Sometimes we receive samples that need to be “qualified,” which means the sample did not meet all the testing requirements. **Here are a few things you can do to submit an acceptable drinking water sample:**

- Be sure the sample gets to the laboratory as soon as possible.
- Ensure that your sample is properly preserved; do not rinse out or overfill vials.
- Use frozen ice packs and the cooler to keep the temperature of your water sample less than 42 degrees F (6° Celsius) – cold, but never frozen – until it reaches the laboratory.
- If you have a question about these instructions, call us at 800-660-9997 or 802-338-4724.