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INSTRUCTIONS FOR COLLECTION AND PACKAGING OF DRINKING WATER SAMPLES KITS A, KITS AA, AND KITS NU

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COLLECTING SAMPLE

The kit should contain:

- One labeled sterile 100-milliliter bottle with sodium thiosulfate preservative. Kits can be stored at room temperature until needed.
- One "**Water Sample Collection Information Form**" (Chem 202)
- One cardboard outer container with mailing label
- One "**Guidelines for Mailing and Shipping Water Bacteria Kits**" (Admin 978). Collect specimens the morning you plan on submitting a sample to allow for transport time and processing time in the laboratory. **Lab Testing must begin within 30 hours from the time of collection or it will be rejected.**

Please note the expiration date of the sample collection bottle, which is stamped on the label affixed to the cover of the cardboard mailing container and the cover of the inner sample collection bottle. **DO NOT USE OUTDATED COLLECTION BOTTLES.** Expired kits and paperwork should be returned to the Vermont Department of Health Laboratory (VDHL) for free replacement.

To maintain the integrity of the sample, the VDHL will only accept for testing those samples that are packaged according to the instructions below.

Instructions

Collection of Sample:

If you are sampling for other kits in addition to this kit, please review the collection instructions for all kits before sampling. This test requires a 3-5 minute flush before sampling as instructed below. To see a video on the collection of drinking water samples go to: <http://www.healthvermont.gov/environment/drinking-water>.

1. Select the faucet typically used for drinking water in the home, and remove the faucet strainer using a clean paper towel. Leaking faucets which permit water to flow back over the outside should not be used.
2. Let cold water run for 3-5 minutes at full flow before collecting sample.
NOTE: When sampling from a mixing (single-handle) faucet, run hot water for 2 minutes, then cold water for 2 minutes, and collect sample of cold water as indicated below.
3. PRINT LAST NAME AND PHONE NUMBER ON THE SIDE LABEL OF THE BOTTLE.
4. Remove the cap, breaking the paper seal. If the seal is not intact prior to opening, please call the laboratory for a replacement bottle. **Do not touch the mouth of the bottle. Do not rinse the bottle as it contains a sample preservative.**
5. Reduce the water flow and fill the bottle slightly above the **100 ml (milliliter) line**. (This test requires a minimum of 100 ml of water.) Do not allow the bottle to overflow.

Instructions for Collection and Packaging of Drinking Water Samples (Kits A, Kits AA, Kits NU), Version: 10.0, MICRO-402

6. Replace the screw cap on the bottle and tighten firmly to prevent leaking.
7. Fill out the Water Sample Collection Information form completely (see below).

How to Complete Information Form and Package the Sample:

SAMPLES SUBMITTED WITH INCOMPLETE OR MISSING INFORMATION MAY BE REJECTED OR CAUSE A DELAY IN TEST RESULT REPORTING.

**** Please note: Date and time of collection must be provided in order for the sample to be tested.**

Enter the full name, address, and email where you want the test report to be sent to in the upper left corner of the Water Sample Collection Information form.

8. Enter the Date and Time that you collected the sample.
9. Please print the name of person who is collecting the sample.
10. Please enter the daytime phone number including area code.
11. Please enter the physical location where the sample was collected in the box below date and time of collection.
12. Please enter any comments you would feel useful to the testing.
13. ***Homeowners:** Indicate whether the system has been chlorinated within the last two weeks.
***Public Water Systems only:** Please indicate field result for Residual Chlorine. Note: The VDHL will accept the drinking water sample, as represented by the sampler, to be tested by Standard Method 9223. The sample will not be tested for chlorine residual at the Vermont Department of Health Laboratory.
14. Place the sample bottle and completed Water Sample Collection Form in the cardboard mailer and screw the cap on tightly. Try to keep the sample cool by keeping out of direct sunlight. **Do not freeze.**
15. All Kit A and AA samples are tested only for the presence of coliform bacteria including *Escherichia coli*, the indicator for fecal contamination. The Kit NU will provide a count of coliform bacteria and *Escherichia coli* up to 200 coliform or *Escherichia coli* per 100 ml of water.

Shipment of Specimen and Test Result Turnaround Time:

1. The sample can be shipped at room temperature in the container provided by fastest means possible. Please see **“Guidelines for Mailing and Shipping Water Bacteria Kits”** (Admin 978). **Lab Testing must begin within 30 hours of collection.**
2. Samples must be received by 4:30 p.m. on regular workdays for testing to begin the same day. Results for samples received by 4:30 p.m. are available after 3 p.m. the following workday.
3. Test results for samples received Friday will not be routinely available until the following Monday.

Samples may be rejected if:

- * Date and time of sample collection is missing on the specimen and form
- * Sampler name is missing on the form
- * Sample collection bottle has expired (see date on bottle label)
- * Sample volume is less than 100 ml.
- * Sample is submitted in a bottle other than the bottle supplied with the VDHL Kit.
- * **Sample is greater than 30 hours old upon receipt at the VDHL.**

If you have any comments or questions regarding these instructions, please call one of the telephone numbers listed on the front of this form. Thank you.