

It is very important to read all the instructions before collecting your water in bottles and submitting them to the laboratory. These instructions are for **households** and **regulated systems**.

Your kit comes with

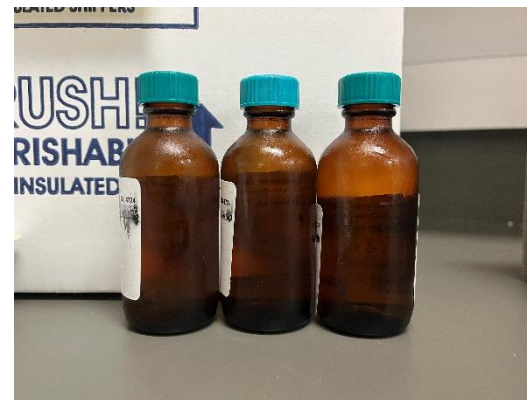
- Three (3) glass bottles: 60 mL with sodium sulfite preservative inside
- Ice packs, unfrozen
- Cooler, for returning samples

Prepare

- Put the ice packs in the freezer ahead of time. It may take 2-3 days for them to freeze completely.
- Do not rinse the bottles or vials. Do not touch the inside of the caps or mouths of the bottles or vials.
- **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

- For **water operators**, the sample must be taken at the point of entry to the distribution.
 - a) If the system is served by **surface water** the sample must be taken after any application of treatment.
 - b) If the system is served by **ground water** the sample must be taken at a location representative of each source after any application of treatment.
- For **homeowners**, use the faucet closest to your household's main water line.
- 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.



Herbicides KIT OE - How to Collect Water Samples (continued)

Return Your 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 provided to prevent breakage. Arrange frozen ice packs around the foam block.
- 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](https://www.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 °F (6° C) – 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.