

## Instructions

### BACTERIOLOGICAL ANALYSIS

Use only the bottle supplied by the laboratory. The bottle contains sodium thiosulfate, a dechlorinating agent; do not rinse the bottle. If a white crystalline material or small amount of liquid is visible inside the bottle, it is the sodium thiosulfate and is a normal condition. If the bottle is damaged or the lid is loose, do not use the bottle; contact this laboratory for a replacement.

Samples should not be taken from drinking fountains or hydrants. Do not sample from taps that are leaking around the handle shaft. Never collect a sample from a hose or any other attachment fastened to a faucet. The sample bottle mouth should never come in contact with the faucet. Do not lay the sample container lid down, splatter water on the lid or container, and never touch the inside of the container or lid. If anything other than water comes in contact with the inside of the lid or bottle, contact the laboratory for a replacement bottle.

### SAMPLE COLLECTION

- 1) Required routine compliance samples must be taken from distribution taps only and not at the well house or tank.
- 2) Before taking the sample, remove any strainers, aerators, washers and filtration devices from the tap and then disinfect the tap. You may disinfect the tap with rubbing alcohol, diluted bleach or by flaming the tap with a propane torch (after making sure the flaming will not damage the faucet). If flaming, flame until any water on the tap is driven off. The tap does not need to be heated until the metal changes color. After you disinfect the tap, let the water run from the tap for five (5) minutes. If the tap supplies hot and cold water, flush the hot side for two (2) minutes and then the cold side for three (3) or more minutes.
- 3) Do not fill the bottle completely; leave a required  $\frac{1}{2}$  to  $\frac{3}{4}$  inch air space at the top of the bottle. This space allows the sample to be shaken properly at the lab.
- 4) If the water is chlorinated, measure the "total" and "free" chlorine residual levels and record them on the form.  
Note: Combined Chlorine equals Total Chlorine minus the Free Chlorine (Combined = Total - Free).
- 5) Place the samples and completed collection form in the shipping container. Forward all samples to the laboratory immediately after collection. Samples must be analyzed within 30 hours of collection, so it is important that they be sent by overnight mail or hand delivered so that this time limit is not exceeded.
- 6) After the samples are analyzed, regulations require that the laboratory mail the results of all compliance samples to the Public Water Supply Section (Attention: Data Entry), 1634 Mail Service Center, Raleigh, NC 27699-1634. The laboratory will send a copy to the client, and the client shall retain the copy for at least five (5) years. If you do not get your results back before the end of the month, contact the laboratory to make sure they got the sample. Try to collect your sample in the beginning to middle of the compliance period so you will have time to take another sample before the very end of the compliance period, if necessary.

### DIRECTIONS FOR COMPLETING FORM

The client is responsible for completing all information above the double line. Failure to complete all items may result in rejection of the sample results. Please print all information and make sure the information is legible. The Sample Type for compliance samples must be one of the following: "routine" or "repeat." Samples designated as "special/non-compliance" are not considered as compliance samples. All routine compliance samples must be collected from the distribution system.

When a **repeat** sample set is required, the Previous Positive Laboratory Log# and the Previous Positive Location Code of the positive sample requiring the repeat sample set must be recorded on each repeat sample portion of the form along with the previous Positive Collection Date. A repeat sample set must have at least the following: one sample collected from the same location (Repeat-Original Tap) as the previous positive, one sample collected within five (5) service connections upstream (Repeat-Upstream) of the previous positive location, one sample collected within five (5) service connections downstream (Repeat-Downstream) of the previous positive location, and if the population is less than 1,001, an additional sample must be collected anywhere in the distribution system to help identify the problem, i.e. a total of four (4) samples. Repeats are to be collected within 24 hours of being notified of a positive routine sample.