

## 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.

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 *Chain of Custody* form in indelible ink:

1. Name of system/owner
2. WSSN/Client ID, if applicable
3. Sample number
4. Sample site location (sample tap, kitchen sink, etc.)
5. Sample type (routine, resample, complaint, etc.)
6. Date of collection
7. Time of collection
8. Disinfectant residual
9. Name of sampler/organization
10. Transport/relinquished by information

For Repeat Collectors:

I have reviewed and understand the field sampling procedures outlined above. I agree to follow these procedures whenever I collect drinking water samples.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date