

PROCEDURES FOR DRINKING WATER SAMPLE COLLECTION FOR BACTERIAL ANALYSIS

- 1. Collect samples for microbiological examination in bottles obtained from the laboratory or the Community Development Office.
- 2. If you are collecting from a faucet **REMOVE** any aerators, screens, hoses, swing faucets or other devices attached to the outlet.
- 3. Open cold-water tap fully and let the water run for 3 minutes.
- 4. Reduce water flow to permit filling the bottle without splashing.
- 5. Remove plastic shrink wrap covering the cap of the bottle, aseptically remove the cap by holding the bottle in one hand and removing the cap with the other; do not set the cap down do not touch or contaminate the inner surface of cap or neck of bottle.
- 6. **DO NOT RINSE** the bottle. The bottle contains sodium thiosulfate in order to neutralize any residual chlorine. You may request an MSDS for sodium thiosulfate either at the laboratory or city hall.
- 7. Fill the bottle to just above the 100ml mark, leaving a 1 inch air space to facilitate mixing before analysis.
- 8. Immediately replace cap and close securely.
- 9. Keep sample cool until the laboratory receives it, but avoid freezing the sample.
- Fill out the client portion of the **DRINKING WATER ANALYSIS REPORT** form. Please be sure to include name, address, date and time of collection, sample location, phone number and collector's initials.
- 11. Please sign off in the **CHAIN OF CUSTODY** section when you drop off your sample at either the laboratory or Community Development Office.
- 12. Holding/travel time between sampling and analysis is not to exceed 30 hours; those samples greater than 30 hours old will not be analyzed.

Carelessness in collecting and handling of samples may lead to inaccurate results and may necessitate resampling. Bacteria exist on almost all surfaces, if you think you may have contaminated the bottle or cap, please resample in a new bottle.

Please submit your drinking water samples to the lab or Community Development Office – **Monday through Wednesday (8:30am to 5:00pm)**. The laboratory will not accept samples brought in after Wednesday unless prior arrangements have been made with laboratory personnel.



CITY OF VALDEZ WATER DEPARTMENT DRINKING WATER LABORATORY

Samples can only be dropped off at City Hall on: Monday, Tuesday, and Wednesday

P.O. BOX 307 DRINKING WATER ANALYSIS REPORT PHONE (907) 835-4888 VALDEZ, AK 99686 FAX (907) 835-3186													
WATER SYSTEM NAME:						OWNER / OPERATOR:					PHONE:		
MAILING ADDRESS:								SAMPLE DATE:					
O PUBLIC WATER SYSTEM ID# O PRIVATE WA								LEGAL DESCRIPTION:					
PRIVATE WA								LOTBLOCKSUBD					
			SA	MP	LE INI	FOR	MA	TION					
LAB NO.	DATE ANALYZED TIM			ME ANALYZED		LOCATION		N TIME COLI		LECTED (OLLECTED BY	
CHAIN OF CUSTODY													
RELINQUISHED BY: (signature) RECEI					ECEIVED BY: (signature)					DATE:		TIME:	
RELINQUISHED BY: (signature) RECEIVED						BY: (signature)				DATE:		TIME:	
RELINQUISHED BY: (signature) RECEIVED BY						: (signature)			DATE:		TIME:		
RELINQUISHED BY: (signature)					RECEIVED BY LAB: (signature)				DATE:			TIME:	
REPORTED RESULTS													
SAMPLE TYPE	SAMPLE METHOD	SAMPLE TOTAL FEC			OTHER BACTERIA			NUMBER COM		IMENTS		LOCATION	
TEST COMPLETED DATE: TIME:								SUPERVISOR'S INITIALS:					
COMMENTS:								SAMPLE TYPES: R=ROUTINE S=SPECIAL					
								C=CHECK/REPEAT RESULT CODES: +/P = POSITIVE/PRESENT					
								-/A = NEGATIVE/ABSENT					
								OTHER CODES: MF = MEMBRANE FILTER HPC = HETEROTROPHIC PLATE COUNT TNTC = TOO NUMEROUS TO COUNT CFU = COLONY FORMING UNIT					
CC: CLERK/ORIGINAL DEC/ANCHORAGE									OWNER DS/COV CDD				