

INSTRUCTIONS FOR COLLECTING A WATER SAMPLE

1. Allow the water to run freely from the tap for several minutes in order to assure that fresh water is flowing from the tap.
2. Reduce the flow of water so that it will not splatter as the sample is being taken.
3. Carefully remove the cap without touching the inside of the cap or the lip of the bottle to anything which might induce contamination.
4. Fill the bottle with the water to the neck of the bottle. Do not overfill or under fill. Do not let the water over flow. **NOTE: A sample level below 105 milliliters renders the sample unsuitable for analysis due to insufficient quantity.** Do not let fingers or other objects come in contact with the sample stream, the lip or inside of the bottle and inside of cap.
5. Do not rinse out the inside of the bottle prior to filling. The powder or tablet inside the bottle must stay in the bottle. Do not eat or discard tablet. The tablet is sodium thiosulfate and it neutralizes any residual halogens (Cl, I, Br) up to about 8 parts per million. **NOTE: A sample may be declared unsuitable for analysis for excessive chlorine if the residual exceeds 10 parts per million and causes a visible chemical reaction with the media added to the sample.**
6. When a sample is collected, leave ample air space in the bottle (at least 2.5 cm) to facilitate mixing by shaking, before examination. **NOTE: A sample judged to have too little air space may be unsuitable for analysis for being too full to permit sufficient agitation.**
7. Fill out a laboratory request form (G-19 Water Bacteriology Form) for each sample and provide as much information as possible. **NOTE: The date and time of collection and the county must be supplied. If any of this information is absent or incorrect, a sample may be declared unsuitable for analysis.**
8. Submit the sample and the completed laboratory request form to the laboratory as promptly as possible. The sample must arrive at the laboratory so that it can be analyzed within a maximum of 30 hours from the time of collection. **NOTE: A sample over 30 hours old is unsuitable for analysis for being too old.** Within a reasonable distance, direct delivery by customer is the quickest way. Use bus, priority UPS, FedEx or other parcel couriers from longer distances. The laboratory makes twice daily pickup from the bus station and most of the parcel couriers deliver directly to the laboratory. **NOTE: Use the actual physical address below:**

TEXAS DEPARTMENT OF STATE HEALTH SERVICES
LABORATORY SERVICES SECTION
1100 WEST 49TH STREET
AUSTIN, TX 78756-3199

(The charge for this water analysis is \$ 28.00. Only checks or money orders are accepted by the DSHS Laboratory. If you choose not to make payment at the time of delivery, you will be billed.)

Use the above address only with couriers such as UPS, FedEx, DHL, etc. US Postal Service may only recognize the new PO Box address and return the sample(s). If the PO Box address is used, USPS will send the samples to a remote central mailing room where they may be delayed for several hours.

This test is for the presence of total coliforms and E. coli in drinking water. Results will be available after 48 hours and may be obtained by calling **Laboratory Reporting at (512) 458-7578.**

Ref: The NELAC Institute, 2003 NELAC Standard: 5.5.8.3.1a.

Standard Methods for the Examination of Water and Wastewater: 21st Edition, 2005, Section 9060, page 9-20.

U.S. Environmental Protection Agency, Ground & Drinking Water, Chapter V Critical Elements for Microbiology, Sec. 6 Sample Collection, Handling, & Preservation, 8-7-03.

Revised 11-30-2009