

## WATER POTABILITY SAMPLE CRITERIA

Collection, preservation and transport of water samples are critical to the results of water quality analyses. In order to assure sample integrity and accurate results please use the following guidelines when collecting and transporting water for potability testing.

1. Wash your hands thoroughly before water sample collection.
2. Label the collection container (**approved container provided by lab**) with location of sample, date and time of collection. Fill out the collection information sheet provided.
3. Open the tap and allow water to run for 3 minutes prior to sample collection. Do not sample from a tap that allows water to run over the outside area of the tap. If a tap has a mesh screen, aerator, or purification device remove it and allow the water to run for 3 additional minutes. (Fill the cup to the 120 mL (4 oz.) mark, leaving only a small space to allow for mixing with air)
4. Open the sterile container and collect 120 mL (4 oz.) of water. **DO NOT** touch the lip or inside of the sterile collection container with anything but the clean catch water sample.
5. Securely close the collection container.
6. Refrigerate sample immediately after collection. Sample should be transported to laboratory in a cooler.

**SAMPLES MUST BE RECEIVED AT LABORATORY WITHIN 24 HOURS OF COLLECTION**  
**Samples will only be accepted Monday thru Thursday 8 a.m.-5 p.m. The lab is closed for all major holidays.**

Samples that exceed this criteria will not be processed. Excessive delay in submission of samples may invalidate results.

**Attention Residents of Loudoun County: County Health Department Regulations require that a chlorine test must be performed along with potability. This will be an additional \$20 charge.**

**\*\*\*PLEASE NOTE\*\*\*** Water systems that have been heavily chlorinated may require additional time before testing can take place. Samples with high levels of chlorine will be rejected. The client will be notified that testing will not continue and a sample will have to be recollected when levels are within an acceptable range.

**WATER SAMPLE INFORMATION**

**Samples will only be accepted Monday thru Thursday 8 a.m.-5 p.m.**  
**The lab CANNOT accept samples the day before any major holiday**  
**the lab is scheduled to be closed.**

**Test Requested:** (Circle Applicable)

**Water:**    **Potability**    **Chlorine**

**Chlorination within 24 hours?**  
 (Circle Applicable)

**YES**                      **NO**

**Residents of Loudoun County must circle both Potability and Chlorine by order of the County Health Dept.**

Date of Collection: \_\_\_ / \_\_\_ / \_\_\_                                      Time of Collection (00:00): \_\_\_\_\_ a.m. **or** p.m.

Sampling Site (e.g. kitchen sink): \_\_\_\_\_

Person Collecting Sample: \_\_\_\_\_

Address of Sample Site: \_\_\_\_\_

City: \_\_\_\_\_                                      State: \_\_\_\_\_                                      Zip: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_                                      State: \_\_\_\_\_                                      Zip: \_\_\_\_\_

Phone #: (    ) \_\_\_\_\_                                      Fax: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

**Note: Please make checks payable to Aerobiology Laboratory Associates, Inc.**

<u>The Following for Lab Use Only:</u>		
Cash	Check	Charge
Potability	Chlorine	Free chlorine via DPD _____ mg/L (ppm)
Total Paid: \$ _____		Comment 196 (0.0) _____
Rec'd By: _____		Date/Time Read: _____
Date/Time: _____	Initials: _____	

Init. July 2005  
 Rev. 1 Jan 2010