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## Water Sampling Instructions

*Please follow these instructions carefully when taking a water sample; improper collection and handling can result in false test results.*

1. The sample must arrive at the laboratory within 30 hours after being taken; therefore we recommend an overnight courier service be used to insure the sample arrives within this time frame. Do not send samples on Friday, Saturday or Sunday.
2. You may deliver the sample directly to our laboratory. Samples may be delivered Monday through Thursday between 8am – 4pm and Friday before noon. Samples are to be kept refrigerated and cooled to 4 degrees Celsius. Often this is not practical, therefore with your written permission the sample(s) may be tested even if the sample temperature is greater than 4 degrees C. A note stating the sample was received in the laboratory at greater than 4 degrees C will be included in the lab report.
3. The water sample should be taken from a cold water tap. For nitrate and coliform bacteria testing you may take the sample from a kitchen tap even if the water has been softened; however, do not take the sample if the water has been treated with any other device such as reverse-osmosis. Outside taps may be used.
4. If using inside taps remove screen & rubber washer. Run the water for about 2 minutes.
5. Shut off the water and sterilize the tap opening with either a flame (a small torch or butane lighter can be used) or rubbing alcohol. This step is essential for accurate results.
6. Run the cold water for 1 more minute, and then take the sample. Take care not to touch the inside of the sterile bottle. Fill the sterile bottle to the **100 mL line (not below)**. Fill the Nitrate bottle next.
7. Remember to complete and enclose the information label including the time and date the sample was taken or the sample will not be processed.

**Water Laboratories, Inc. thanks you for your business.**

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NAME \_\_\_\_\_ Sherburne County Zoning Invoice # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE SAMPLE WAS TAKEN \_\_\_\_\_ TIME SAMPLED \_\_\_\_\_ am/pm

LOCATION (Circle) kitchen tap bath tap outside tap other: \_\_\_\_\_

**I authorize Water Laboratories, Inc to process and analyze my sample if the temperature is greater than 4° C. \_\_\_\_\_ (initials). You must include your initials or the sample will not be processed.**

The sample **must arrive at the laboratory within 30 hours** after being taken; therefore we recommend an overnight courier service be used to insure the sample arrives within this time frame. Do not send sample on Friday, Saturday or Sunday. Sample needs to be in lab by **NOON on Fridays**.

**YOUR SAMPLE WILL BE TESTED FOR COLIFORM BACTERIA AND NITRATES ONLY.**