

# **Microbiological Drinking Water Sample Instructions**

## **Instructions for Completing the Microbiological Sample Submission Report (SSR) Form**

This form is to be used by laboratories performing analyses for other entities. The Microbiological Sample Submission Report (SSR) Form must be completed using a pen, typewriter, or computer. Samples accompanied by illegible, inaccurate, or incomplete forms will result in rejection of those samples for analyses.

### **PUBLIC WATER SYSTEM INFORMATION (To be completed by Public Water Systems only):**

**PWS I.D. #:** Enter the public water system identification (PWSID) number assigned by the Ohio EPA.

**PWS Name:** Enter the name of the public water system (PWS), i.e. a city, restaurant, etc.

**Address:** Enter the address where the PWS is located.

**City, State, Zip:** Enter the city, state, and zip code where the PWS is located.

**County:** Enter the county in which the PWS is located.

### **SAMPLE INFORMATION:**

**Sample Type:** Mark the box that indicates the reason for analyzing the sample. A Routine sample represents the drinking water being used. A Repeat sample is collected to confirm the results of a positive compliance sample. A Special sample is not representative of the drinking water being used and is not used for compliance.

**Sample Collection Date:** Enter the date (Month/Day/Year) which the sample was taken.

**Sample Collection Time:** Enter the time of sample collection in military time, i.e. 1300 for 1 p.m.

**Sample Collector Name:** Enter the name of the person who collected the sample.

**Sample Collector Phone:** Enter the phone number of the person who collected the sample.

**Street Address and Tap Location:** Enter the street address where the sample was taken and location of the tap, i.e. kitchen sink, outside spigot, etc.

**Free Chlorine Residual:** Completed by systems that add chlorine for disinfection, the Free Chlorine Residual in mg/L

**Total Chlorine Residual:** Completed by systems that add chlorine for disinfection, the Total Chlorine Residual in mg/L

### **COMMENTS:**

**Include in this section the way you want the results reported to you; either by e-mail, mail, or phone. Submit your e-mail address, mailing address, or phone number depending on the method you chose.**

### **\*Instructions for the Collection of Microbiological Drinking Water Samples\***

**The prescribed procedures must be followed in detail for a valid laboratory analysis.**

- 1.) Select the sampling tap.
  - A tap, such as faucet, petcock, or small valve, is preferable. Do not sample from hoses or drinking water fountains.
  - Avoid taps with a leak at the stem and taps with a swivel joint.
  - Aerated or screened nozzles may harbor bacteria. The aerator or screen must be removed before collection of the sample.

- Use/install a smooth nosed sample tap.
- 2.) Place all carbon filters, sediment filters and water softeners on bypass unless operated by a public water system.
- 3.) Sanitize the nozzle of the faucet with a chlorine solution.
- Use a 6% sodium hypochlorite solution, such as Clorox liquid bleach. **Do not use chlorine solutions with special scents.**
- To prepare a sanitizing solution, add one ounce of bleach to one gallon of water (or 1 tablespoon per half-gallon). Store the mixed solution in a tightly closed screw-capped container. The solution should be discarded and remade 6 months after preparation. Stronger solutions can be used; however, some faucet discoloration may result.
- 4.) Flush the sample tap to waste for 1 minute. Close the valve.
- 5.) Apply the sanitizing solution (prepared in step 2.) to the nozzle. This can be accomplished by either using a spray bottle or a plastic bag filled with the sanitizing solution.
- 6.) Using a spray bottle, saturate the opening of the tap with sanitizing solution, then wait at least 2 minutes before proceeding, or
- 7.) Place the bag over the nozzle and hold the top of the bag tightly on the tap. Alternately squeeze and release the bag to flush the solution in and out of the tap. Do this for 2 minutes. A fresh solution and bag must be used to sanitize each tap.
- 8.) Flush the tap. The sample to be collected is intended to be representative of the water in the main or private well. The tap must be opened fully and the water run to waste for at least 3 to 5 minutes to allow for adequate flushing of the piping between the tap and the water main or private well.
- 9.) Reduce the flow from the tap. This will allow the sample bottle to be filled without splashing.
- 10.) Remove the cap from the sample bottle.
  - Grasp the bottom of the sample bottle.
  - Remove the cap and hold the exterior of the cap between fingers while filling the sample bottle. Take care not to touch the mouth of the bottle or the inside of the cap with your finger or the sample could become contaminated.
  - The bottle must be open only during the collection of the sample.
- 11.) Fill the sample bottles
  - Do not rinse out the bottle before collecting the sample. Do not remove any pills, powder, or liquid from the bottle. The bottle contains a small amount of sodium thiosulfate to neutralize any chlorine in the water.
  - Do not touch the rim or mouth of the bottle during collection of the sample.
  - Do not overflow the bottle. Fill the bottle to just above the indicator line on the bottle.
- 12.) Immediately recap the sample bottle tightly.
- 13.) If there is any question as to whether a sample or bottle has become contaminated during collection of the sample, the sample must be discarded and a new sample collected in a new sample bottle.
- 14.) **Samples should be kept cool after collection and during transport to the laboratory. The laboratory must receive the sample so that analysis can be initiated within 30 hours after collection. Allow the laboratory adequate time to analyze the sample. Certified laboratories will not test samples greater than 30 hours old because the results will be invalid.**
- 15.) Additional information.
  - Samples must be accompanied by a properly completed Microbiological Sample Submission Report (SSR) Form. The form is to be filled out in a legible manner using pen, typewriter, or computer using the above instructions. Do not use a fountain pen or other pens having water soluble ink.
  - Microbiological Sample Submission Reports (SSR's) that have not been properly completed, including the name of the water system, PWS ID#, address, date and time of collection, sample type and location (specific tap) and signature of collector will not be accepted for bacteriological examination.
  - Samples must be collected in bottles supplied by the certified laboratory.