

# INSTRUCTIONS FOR COLLECTING AND SUBMITTING PRIVATE DRINKING WATER SAMPLES

Follow these instructions listed below as closely as possible to ensure that accurate results are obtained.

## COLLECTING SAMPLES

1. Do not rinse bottles before collecting samples.
2. Do not collect samples from: fire hydrants, kitchen sinks, leaky or dirty faucets, swivel type faucets, or yard hydrants with weep drains.
3. Water samples should be received in the laboratory within 30 hours of collection time, **but no later than 30 hours**.
4. Samples may be:
  - a. delivered to the laboratory in person.
  - b. taken to the county health unit to go by ADH courier. **NOTE:** Contact your county health unit to determine when the ADH courier picks up deliveries.
5. Samples will not be accepted at the Local Health Unit after the courier pick-up time on Thursday and before the first working day of the following week.
6. **Do not** collect samples if delivery to the laboratory during specified times is not possible.

**NOTE:** Samples must be **received** in the laboratory between 8:00 a.m. and 4:00 p.m., Monday through Friday (except on legal holidays).

### **Faucet Samples (do not collect from ponds, toilets, or non-drinking water sources)**

1. Select a frequently used faucet. To avoid dust pollution and to make faucet sterilization easier, select an indoor sampling point.
2. Flush faucet by allowing water to flow for at least one minute.
3. Flame mouth of faucet to destroy contaminants at sampling point. Use caution. Plastic faucets will melt if flamed too long. Flames made with a wad of cotton saturated with alcohol and attached to a piece of wire will not damage plated fixtures or leave soot. Alcohol flames, if used carefully, can be used with plastic plumbing fixtures. A butane or propane torch is ideal for metal fixtures.
4. After flaming, allow water to flow for at least 2 minutes to flush out the service connection lines and to obtain fresh water from the supply.
5. Remove bottle from the container; then remove cap. Do not rinse bottle. Do not touch mouth of bottle or underside of cap. Do not lay cap down.
6. To fill bottle:
  - (a) Hold bottle at slight angle under faucet.
  - (b) Fill to 100 mL fill line on bottle. Water level must touch 100 mL fill line on the bottle. Do not overfill or underfill.

- (c) To avoid contamination:
  - Do not allow water to splash against rim of bottle or nearby objects.
  - Do not allow bottle to touch faucet or other objects.
- (d) Replace cap.
- 7. Complete Sample Collection Form, enclose \$17.00 fee, and follow Shipping Procedures.

### **Completing Sample Collection Form**

1. To prevent blurring, complete the form with a ballpoint pen.
2. In Section 1, enter month, day, year, and hour sample collected. Check a.m. or p.m.
3. In Section 3, complete definite location of sample including street address.
4. Enter city and county or location in Section 3.
5. Enter name of person collecting sample in Section 3.
6. Enter complete mailing address of person needing test result in Section 3.
7. In Section 4, check "Private" box.
8. In Section 5, indicate "Source" of water supply or sample by checking appropriate block.

### **SHIPPING PROCEDURES**

1. Wrap the sample form and check or money order around the sample bottle (included in the kit provided by the Arkansas Department of Health) with writing turned away from the bottle. This helps prevent ink smears from possible leakage.
2. A \$17.00 check or money order must accompany each water sample. Make check or money order payable to the Arkansas Department of Health. **NOTE:** The water sample ***will not be tested*** unless a check or money order made payable to the Arkansas Department of Health is enclosed.
3. Place the bottle, form and check or money order in the shipping container.
4. Return sample to Local County Health unit ***before*** the ADH courier picks up for the day.
5. Alternatively, hand deliver the sample to the Glen F. Baker Public Health Laboratory at 201 South Monroe Street, Little Rock, AR 72205. Shipping by U.S. Postal Service is not recommended, unless shipped by overnight delivery.