

Directions for Collection of Drinking Water Samples

1. Use only sterile bottles furnished or approved by your laboratory. Keep bottles sealed until used.
2. Collect samples from rigid faucets and try to avoid swing faucets or single handle faucets whenever possible. Do not collect from water softeners, charcoal filters, yard hydrants, fire hydrants, frost-free hydrants, leaking faucets, hot water faucets, or sill cocks.
3. Do not collect all samples from the same tap unless there is only one service connection on your public water supply system.
4. Remove any aerator or filters from faucet before collecting the sample.
5. Wash hands before beginning sampling procedures. Run the water at a steady rate (so it doesn't splash out of the bottle) for 3 to 5 minutes before sampling. Do not adjust flow.
6. Remove the bottle lid just before filling. Holding the lid in your free hand, fill smaller 100 ml bottle to the base of the neck; fill larger 120 ml bottle to above the 100 ml line and below the 120 ml line without letting the water splash out or overflow the bottle. Then replace the lid and tighten securely. Dry the outside of the bottle before packing.
7. **FILL IN THE INFORMATION ON YOUR SAMPLE SUBMISSION FORM OR DATA CARD:**
Please print all information.
 - a. Collection date
 - b. Collector's last name and first initial
 - c. Time of collection (use 24 hour military time or add a.m. or p.m.)
 - d. Collection location (brief name, address, or site zone and number)
 - e. Chlorine residual at the collection tap (circle *free* or *total* chlorine as applicable)
 - f. Comments that you feel would be helpful to the laboratory analyst

Failure to provide collection date and time of collection will invalidate the sample and will result in having to resample the site. EPA requires calculation of holding time from this information.

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8. Collection of the sample just before shipping may help reduce the transit time. Collect and ship the sample on the same day. The sample must reach the laboratory within 30 hours. Ship samples on Monday, Tuesday, or Wednesday unless there is a holiday in the week. Avoid sampling on weekends or holidays.
9. Collect and return a sample in each bottle received for your water system. Samples not collected during their scheduled month will result in a monitoring violation.
10. Three repeat sample bottles and sample submission forms or data cards are required if there has been total or fecal coliform found in a routine sample. The three repeat samples are to be collected on the same day. One repeat (RPOR) is to be collected from the original coliform-positive site. The downstream (RPDN) and upstream (RPUP) repeat samples are to be collected within five service connections either side of the original site, and on opposite sides of it if possible.
11. For users of KDHE lab, one replacement (REPL) sample bottle and sample submission form are sent if there is incomplete data, insufficient sample volume, improper procedure, or the sample is too old or damaged when received at the lab. All rejected samples are required to be replaced. Failure to return REPL or repeat samples will result in monitoring violations. Returning empty bottles to the KDHE lab for any reason must be documented as to why and may result in a monitoring violation.)
12. If you use the State laboratory and have not received your scheduled monthly bottle shipment or expected REPL or repeat bottles from the laboratory, or if you have questions about laboratory results or procedures, call **Environmental Microbiology at (785) 296-0971 or (785) 296-1658**. If you have address or personnel changes, call the **Public Water Supply Section at (785) 296-6340**. To schedule **new source testing kits or ask about Consumer Confidence Reports call (785) 296-3016**. For questions about **Total Coliform Rule or Ground Water Rule compliance or public notification, call (785) 296-5518**.