

Kansas Department of Health and Environment



Public Water Supply Sample Information Guide



Division of Health and Environmental Laboratories

Revised 7/19/2006

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OVERVIEW

This guidance document is provided by the State of Kansas as a “quick reference guide” to assist Public Water Supply Systems in the collection and identification of drinking water samples supplied by Division of Health and Environmental Laboratory (DHEL).

This guidance provides a summary for DHEL drinking water parameters, parameter cost, parameters associated with particular samples, sample bottle identification, sample instructions, and the state courier service pick up locations and schedules. The state courier is a free service established to pick up health and environmental samples from select location and deliver these samples to DHEL or the appropriate state agency.

The document does not, however, substitute for KDHE or EPA regulations, nor is it a regulation itself. It cannot impose legally-binding requirements on the State of Kansas, EPA, or water suppliers, and it may not apply to a particular water system based upon its unique circumstances.

This guide applies to:

Systems: Any system using DHEL

Sources: All sources

Sizes: All sizes

Specific questions regarding the information contained in this document, the Kansas Primary Drinking Water Regulations, or any other matters pertaining to drinking water and public water supply systems in Kansas should be directed to:

**Kansas Department of Health and Environment
Bureau of Water, Public Water Supply Section
1000 SW Jackson, Suite 420
Topeka, Kansas 66612 - 1367
Phone: (785) 296 - 5503
Fax: (785) 296 - 5509**



DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
Kansas Department of Health and Environment

FEES FOR ANALYTICAL SERVICES
(Effective January 1, 2003)

Inorganic Parameters

Alkalinity (as CaCO ₃).....	\$6.00
Ammonia as N	\$7.00
Bromate.....	\$7.00
Bromide.....	\$7.00
Chlorate.....	\$7.00
Chloride.....	\$7.00
Chlorite	\$7.00
Fluoride.....	\$7.00
Mercury.....	\$15.00
Metals.....	\$8.00
Nitrate	\$7.00
Nitrite	\$7.00
Ortho-Phosphate	\$7.00
pH.....	\$6.00
Silica	\$8.00
Specific Conductivity.....	\$6.00
Sulfate	\$7.00
Total Dissolved Solids (TDS).....	\$15.00
Total Organic Carbon (TOC).....	\$10.00
Total Phosphate.....	\$10.00
Total Suspended Solids (TSS)	\$6.00
Turbidity	\$5.00

Organic Parameters

Atrazine/Alachlor.....	\$100.00
Organochlorine Pesticides and Polychlorinated Biphenyls (PCB) Screen.....	\$150.00
Chlorinated Acid Pesticides.....	\$125.00
Semi-Volatile Acid Organic Compounds	\$250.00
Carbamate Pesticides	\$150.00
Volatile Organic Compounds	\$100.00
Total Trihalomethanes	\$40.00
Haloacetic Acids (HAA5).....	\$125.00

Radiation Parameters

Gamma Isotopic	\$60.00
Gross Alpha	\$35.00
Gross Beta.....	\$35.00
Radium-226.....	\$50.00
Radium-228.....	\$50.00
Radon	\$35.00
Tritium	\$60.00
Uranium	\$70.00

Microbiology Parameters

Coliform Determination.....	\$8.00
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Inorganic Testing Parameters

Analyte	Method	Reporting Limits (mg/l)	Bottle Type	Shipping Method	Preservative	Holding Time	Cost
Alkalinity (as CaCO ₃)	EPA 310.2	20	Cube	None	None	14 days	\$6.00
Ammonia as N	EPA 350.1	0.1	Nutrient	Ship on Ice	Sulfuric Acid	28 days	\$7.00
Biochemical Oxygen Demand	SM 5210B	1	Cube	Ship on Ice	None	48 hours	\$15.00
Bromide	EPA 300.0	0.2	Cube	None	None	28 days	\$7.00
Carbonaceous BOD	SM 5210B	1	Cube	Ship on Ice	None	48 hours	\$15.00
Chemical Oxygen Demand (COD)	EPA 410.4	1	Nutrient	Ship on Ice	Sulfuric Acid	28 days	\$8.00
Chloride	EPA 300.0	1	Cube	None	None	28 days	\$7.00
Corrosivity	Langlier Index	Calculated	Cube	N/A	None	N/A	\$15.00
Cyanide	EPA 335.3	0.015	Cyanide	Ship on Ice	Sodium Hydroxide	14 days	\$12.50
Dissolved Oxygen (DO)	EPA 360.1	0.1	Glass Bottle	Field Fixed	None	Immediate	\$4.50
Flash Point	EPA 1020	----	VOC Vial	Ship on Ice	None		\$20.00
Fluoride	EPA 300.0	0.15	Cube	None	None	28 days	\$7.00
Hexavalent Chromium	EPA 300.0	0.04	Cube	Ship on Ice	None	24 hours	\$10.00
Kjeldahl Nitrogen	EPA 351.1	0.1	Nutrient	None	Sulfuric Acid	28 days	\$10.00
MBAS	EPA 425.1	0.2	Cube	Ship on Ice	None	48 hours	\$15.00
Nitrate	EPA 300.0	0.1	Cube	Ship on Ice	None	48 hours	\$7.00
Nitrite	EPA 300.0	0.05	Cube	Ship on Ice	None	48 hours	\$7.00
Oil and Grease	EPA 413.1	1	Oil & Grease	Ship on Ice	Hydrochloric Acid	28 days	\$15.00
pH	EPA 150.1	0.1	Cube	None	None	Immediate	\$6.00
Phenols	EPA 420.2	0.04	Phenol	Ship on Ice	Phosphoric Acid	28 days	\$30.00
Phosphate (Ortho)	EPA 300.0	0.25	Cube	Ship on Ice	None	48 hours	\$7.00
Phosphate (Total Dissolved)	EPA 365.1	0.02	Nutrient	None	Sulfuric Acid	28 days	\$10.00
Phosphate (Total)	EPA 365.1	0.02	Nutrient	None	Sulfuric Acid	28 days	\$10.00
Specific Conductivity	EPA 120.1	35 ohm's	Cube	None	None	28 days	\$6.00
Sulfate	EPA 300.0	0.5	Cube	None	None	28 days	\$7.00
TOC	SM 5310B	0.5	Amber Glass	N/A	Phosphoric Acid	14 days	\$10.00
Total Dissolved Solids (TDS)	USGS I751-8	Calculated	Cube or HM	N/A	None	N/A	\$15.00
Total Hardness (as CaCO ₃)	SM 2340B	Calculated	HM	N/A	Nitric Acid	N/A	\$13.00
Total Solids	SM 2540B	1	Cube	N/A	None	N/A	\$5.50
Total Suspended Solids (TSS)	EPA 160.2	10	Cube	Ship on Ice	None	7 days	\$6.00
Toxicity Characteristic Leaching Procedure	EPA 1311	See Metals	Special	None	None	N/A	\$100.00
Turbidity	EPA 180.1	0.15 NTU's	Cube	None	None	48 hours	\$5.00

Test Well Kits - Organic and Inorganic: \$884.00 Inorganic IOC's: \$212.00

Metal Testing Parameters

Metals	Method *	Reporting Limits (by test)			Bottle Type	Shipping Method	Preservative	Cost
		ICP	ICP-MS	FURNACE				
Aluminum	1 OR 2	50 ug/L	1.0 ug/L		HM Bottle	None	Nitric Acid	\$8.00
Antimony	1, 2 OR 3	50 ug/L	1.0 ug/L	2.0 ug/L	HM Bottle	None	Nitric Acid	\$8.00
Arsenic	1, 2 OR 3	50 ug/L	1.0 ug/L	1.0 ug/L	HM Bottle	None	Nitric Acid	\$8.00
Barium	1 OR 2	5.0 ug/L	1.0 ug/L		HM Bottle	None	Nitric Acid	\$8.00
Beryllium	1 OR 2	1.0 ug/L	1.0 ug/L		HM Bottle	None	Nitric Acid	\$8.00
Boron	1	10 ug/L			HM Bottle	None	Nitric Acid	\$8.00
Cadmium	1, 2 OR 3	5.0 ug/L	1.0 ug/L	1.0 ug/L	HM Bottle	None	Nitric Acid	\$8.00
Calcium	1	50 ug/L			HM Bottle	None	Nitric Acid	\$8.00
Chromium	1, 2 OR 3	10 ug/L	1.0 ug/L	1.0 ug/L	HM Bottle	None	Nitric Acid	\$8.00
Cobalt	1	10 ug/L	1.0 ug/L		HM Bottle	None	Nitric Acid	\$8.00
Copper	1, 2 OR 3	10 ug/L	1.0 ug/L	1.0 ug/L	HM Bottle	None	Nitric Acid	\$8.00
Iron	1	10 ug/L			HM Bottle	None	Nitric Acid	\$8.00
Lead	1, 2 OR 3	50 ug/L	1.0 ug/L	1.0 ug/L	HM Bottle	None	Nitric Acid	\$8.00
Magnesium	1	50 ug/L			HM Bottle	None	Nitric Acid	\$8.00
Manganese	1 OR 2	5.0 ug/L	1.0 ug/L		HM Bottle	None	Nitric Acid	\$8.00
Mercury	EPA 245.1A	0.50 ug/L			HM Bottle	None	Nitric Acid	\$15.00
Molybdenum	1 OR 2	20 ug/L	1.0 ug/L		HM Bottle	None	Nitric Acid	\$8.00
Nickel	1, 2 OR 3	5.0 ug/L	1.0 ug/L	1.0 ug/L	HM Bottle	None	Nitric Acid	\$8.00
Potassium	1	50 ug/L			HM Bottle	None	Nitric Acid	\$8.00
Selenium	1, 2 OR 3	50 ug/L	1.0 ug/L	2.0 ug/L	HM Bottle	None	Nitric Acid	\$8.00
Silica	1	107 ug/L			HM Bottle	None	Nitric Acid	\$8.00
Silver	1, 2 OR 3	10 ug/L	1.0 ug/L	1.0 ug/L	HM Bottle	None	Nitric Acid	\$8.00
Sodium	1	50 ug/L			HM Bottle	None	Nitric Acid	\$8.00
Thallium	1, 2 OR 3	50 ug/L	1.0 ug/L	2.0 ug/L	HM Bottle	None	Nitric Acid	\$8.00
Vanadium	1 OR 2	5.0 ug/L	1.0 ug/L		HM Bottle	None	Nitric Acid	\$8.00
Zinc	1 OR 2	5.0 ug/L	1.0 ug/L		HM Bottle	None	Nitric Acid	\$8.00
Other Metals					HM Bottle	None	Nitric Acid	\$8.00

*** METHODS**

- | |
|---|
| 1: EPA 200.7 ICP INSTRUMENT
2: EPA 200.8 ICP-MS INSTRUMENT
3: EPA 200.9 AA-GRAPHITE FURNACE |
|---|

Organic Testing Parameters

Samples must be Refrigerated and Shipped Chilled

Volatile Organic Compounds - VOC

Volatile Organics (PWS) = VF **\$100.00**

Method: 524.2 No. of Parameters - 24
 Hold Time: 14 Days
 Preservative: Ascorbic Acid
 Container: 40 cc Clear Glass Vial labeled "PWS VOC ONLY"

Analyte Code	Chemical Code	Analyte	Reporting Limits (µg/l)
VF	692	1,1,1-Trichloroethane	0.5
VF	782	1,1,2-Trichloroethane	0.5
VF	642	1,1-Dichloroethylene	0.5
VF	1012	1,2,4-Trichlorobenzene	0.5
VF	2342	1,2-Dibromo-3-chloropropane	0.02
VF	932	1,2-Dichlorobenzene	0.5
VF	682	1,2-Dichloroethane	0.5
VF	722	1,2-Dichloropropane	0.5
VF	922	1,4-Dichlorobenzene	0.5
VF	752	Benzene	0.5
VF	832	Chlorobenzene	0.5
VF	2472	cis 1,2-Dichloroethylene	0.5
VF	632	Dichloromethane	0.5
VF	842	Ethylbenzene	0.5
VF	1532	Ethylene Dibromide (EDB)	0.01
VF	2682	Methyl tert-butyl ether	0.5
VF	1442	Styrene	0.5
VF	812	Tetrachloroethylene	0.5
VF	702	Tetrachloromethane	0.5
VF	822	Toluene	0.5
VF	2462	trans 1,2-Dichloroethylene	0.5
VF	742	Trichloroethylene	0.5
VF	612	Vinyl chloride	0.5
VF	2602	Xylene	0.5

Synthetic Organic Compounds - SOC

Pesticides (PWS) = PF **\$150.00**

Method: 507/508 No. of Parameters - 26
 Hold Time: 7 Days until Extraction (14 Days after Extraction)
 Preservative: Sodium Sulfite (Solvent Rinsed hexane/acetone 1:1 mixture)
 Container: (4) 1L Amber Glass Bottle labeled "PWS"

Analyte Code	Chemical Code	Analyte	Reporting Limits (µg/l)
PF	261	Alachlor	0.2
PF	12	Aldrin	0.05
PF	271	Atrazine	0.3
PF	2611	Butachlor	0.5
PF	1648	Carbofuran (Furadan)	0.5
PF	62	Chlordane	0.2
PF	102	Dieldrin	0.05
PF	142	Endrin	0.2
PF	52	gamma-BHC (Lindane)	0.02
PF	152	Heptachlor	0.04
PF	162	Heptachlor Epoxide	0.02
PF	1162	Hexachlorobenzene	0.1
PF	1042	Hexachlorocyclopentadiene	5
PF	312	Methoxychlor	4
PF	301	Metolachlor (Dual)	0.25
PF	331	Metribuzin (Sencor)	0.1
PF	182	PCB-1016	0.05
PF	192	PCB-1221	0.04
PF	202	PCB-1232	0.05
PF	212	PCB-1242	0.05
PF	222	PCB-1248	0.06
PF	232	PCB-1254	0.07
PF	242	PCB-1260	0.07
PF	322	Propachlor (Ramrod)	0.25
PF	2001	Simazine	0.4
PF	172	Toxaphene	0.6

Synthetic Organic Compounds - SOC

Pesticide - Atrazine/Alaclor Only = ZF \$100.00

Method: 507 No. of Parameters - 2
 Hold Time: 7 Days until Extraction (14 Days after Extraction)
 Preservative: Sodium Sulfite (Solvent Rinsed hexane/acetone 1:1 mixture)
 Container: (4) 1L Amber Glass Bottle labeled "PWS"

Analyte Code	Chemical Code	Analyte	Reporting Limits (µg/l)
ZF	261	Alachlor	0.2
ZF	271	Atrazine	0.3

Pesticide - Immunoassay Triazines as Atrazine = IA \$25.00

Method: 4670 No. of Parameters - 1
 Hold Time: 7 Days until Extraction (14 Days after Extraction)
 Preservative: Solvent Rinsed (methanol)
 Container: 20 cc Clear Glass Vial labeled (IA ONLY)

Analyte Code	Chemical Code	Analyte	Reporting Limits (µg/l)
IA	279	Triazines as Atrazine	0.1

Herbicides (PWS) = HF \$125.00

Method: 515.1 No. of Parameters - 6
 Hold Time: 14 Days until Extraction (28 Days after Extraction)
 Preservative: Sodium Sulfite (Solvent Rinsed hexane/acetone 1:1 mixture)
 Container: 1L Amber Glass Bottle

Analyte Code	Chemical Code	Analyte	Reporting Limits (µg/l)
HF	341	2,4-D as Acid	7
HF	1681	Dicamba (Banvel)	1
HF	2511	Dinoseb (DNBP)	0.7
HF	481	Pentachlorophenol	0.1
HF	1941	Picloram (Tordon)	50
HF	351	Silvex as Acid (2,4,5-TP)	5

Synthetic Organic Compounds (PWS) = BF \$250.00

Method: 525.2 No. of Parameters - 19
 Hold Time: 7 Days until Extraction (30 Days after Extraction)
 Preservative: Sodium Sulfite (Solvent Rinsed hexane/acetone 1:1 mixture)
 Container: 1L Amber Glass Bottle

Analyte Code	Chemical Code	Analyte	Reporting Limits (µg/l)
BF	1065	Acenaphthylene	0.5
BF	1195	Anthracene	0.5
BF	1275	Benzo(a)anthracene	0.5
BF	1325	Benzo(a)pyrene	0.04
BF	1285	Benzo(b)fluoranthene	0.5
BF	1355	Benzo(g,h,i)perylene	0.5
BF	1295	Benzo(k)fluoranthene	0.5
BF	2635	Bis(2-ethylhexyl)adipate	40
BF	1255	Bis(2-ethylhexyl)phthalate	1.2
BF	1245	Butyl benzyl phthalate	0.6
BF	1265	Chrysene	0.5
BF	1345	Dibenzo(a,h)anthracene	0.5
BF	1145	Diethyl phthalate	0.6
BF	1085	Dimethyl phthalate	0.6
BF	1205	Di-n-butyl phthalate	0.6
BF	1105	Fluorene	0.5
BF	1335	Indeno(1,2,3-c,d)pyrene	0.5
BF	1185	Phenanthrene	0.5
BF	1225	Pyrene	0.5

Disinfectants/Disinfection Byproducts D/DBP

Trihalomethanes (PWS) = TF

\$35.00

Method: 524.2 No. of Parameters - 5
 Hold Time: 14 Days
 Preservative: 10% Sodium Thiosulfate
 Container: 40 cc Clear Glass Vial labeled "THM ONLY"

Analyte Code	Chemical Code	Analyte	Reporting Limits (µg/l)
TF	712	Bromodichloromethane (THM)	0.5
TF	792	Bromoform (THM)	0.5
TF	762	Dibromochloromethane (THM)	0.5
TF	672	Trichloromethane (THM)	0.5
TF	2102	Total Trihalomethanes	2

Haloacetic Acids = DF

\$125.00

Method: 552.2 No. of Parameters - 6
 Hold Time: 14 Days until Extraction (Day after extraction)
 Preservative: Ammonium Chloride
 Container: 120 cc Amber Glass Bottle

Analyte Code	Chemical Code	Analyte	Reporting Limits (µg/l)
DF	2741	Dibromoacetic Acid	0.5
DF	2711	Dichloroacetic Acid	0.5
DF	2731	Monobromoacetic Acid	0.5
DF	2701	Monochloroacetic Acid	2
DF	2721	Trichloroacetic Acid	0.5
DF	2751	Total Haloacetic Acids (HAA5)	4

Inorganic

Heavy Metals



250cc Round Plastic Bottle

Nutrients



175 cc Square Plastic Bottle

Lead/Copper, Selenium, Alkalinity



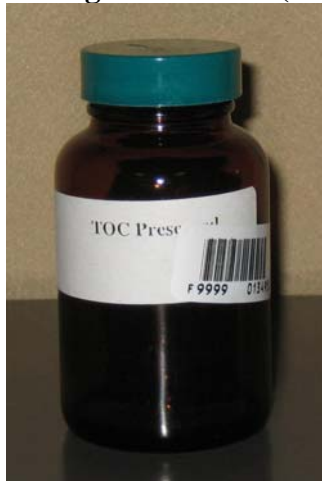
1L Expandable Plastic Cube

Nitrate, Fluoride



125 cc Plastic Bottle

Total Organic Carbon (TOC)

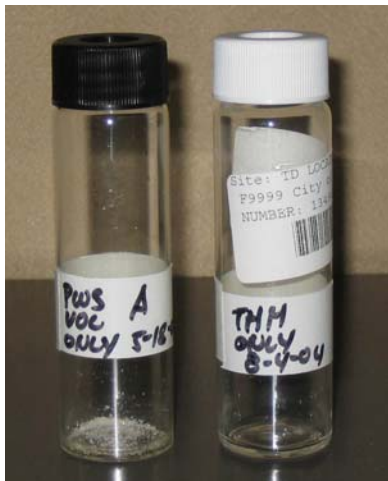


120 cc Amber Glass Bottle

Organic

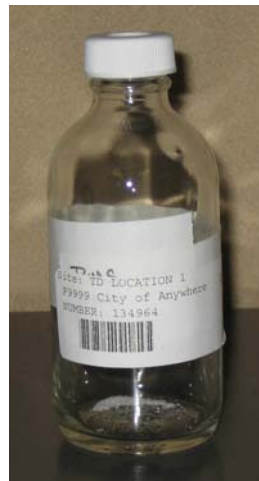
Volatile Organic Compounds (VOC)

VOC/Trihalomethanes



40 cc Clear Glass Vial

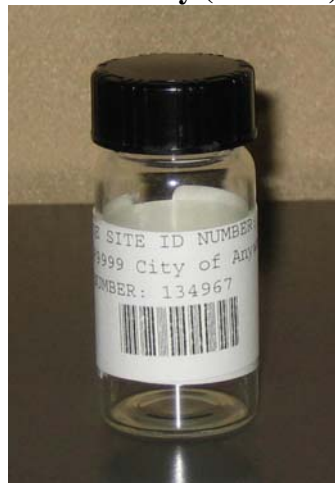
Haloacetic Acids



120 cc Clear Glass Bottle

Synthetic Organic Compounds

Immunoassay (Triazine)



20 cc Clear Glass Vial

Herbicides/Pesticides



1L Amber Glass Bottle

Radiochemistry / Microbiology



1 gal Plastic Jug & 20 cc Plastic Bottle



125 cc Plastic Bottle

Shipping Containers



Multi Sample Container
Refrigerated (small/large)



Single Sample Container



Warning Label

ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KS 66620-0001

Public Water Supply Monitoring
Inorganic Water Scan
COLLECTION DATE

NAME
ADDRESS
CITY, STATE ZIP

Sampling Instructions: Collect the sample from the point of entry (POE) collection location that is printed below. The collection location printed is the one you have previously identified as being a point of entry. Use bottles with number printed on it as listed below to sample this location. Flush lines thoroughly prior to collection. Do not rinse. Fill bottles completely. Send the sample bottle and completed paperwork for each sample back to the laboratory as soon as possible following collection. If there is no description printed in the place for Collection Location, write a specific location in the blank provide. If the POE has been tagged with a POE Site Identification Number and that number is not printed on your form, write the number in the blank provided for POE Site ID. The results for the analysis of this sample will be used for compliance unless we are otherwise notified. **Collect and submit sample within two weeks of receipt.**

To Be Completed By The Sample Collector
PWS ACCOUNT NUMBER: _____
POE Site ID: _____
Collection Location: _____
Bottle Number: Chem _____ Nut _____ HM _____
Collected By: _____
Date Collected: _____
Time Collected: _____
Daytime Phone Number: _____
This sample should NOT be used for compliance purposes: _____

If you have questions regarding regulation, contact:
KDHE Bureau of Water
(785) 368-8336

If you have questions regarding this sampling, contact:
KDHE Laboratory
(785) 296-1620

Inorganic Water Scan Sample Submission Form and Bottles

ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KANSAS 66620-0001

Public Water Supply Monitoring
08/27/04

Jane Doe
123 Easy Street
Anywhere KS 66666

SAMPLING INSTRUCTIONS: Collect the sample from the point of entry (POE) collection location that is printed below. The collection location printed is the one you have previously identified as being a point of entry. Use bottles with number printed on it as listed below to sample this location. Flush line thoroughly prior to collection. Do not rinse bottles. Fill bottles completely. Send the bottles and the completed paperwork for each sample back to the laboratory as soon as possible following collection. If there is no description printed in the place for Collection Location, write a specific location in the blank provided. If the POE has been tagged with a POE Site Identification Number and that number is not printed on your form, write the number in the blank provided for POE Site ID. The results from the analysis of this sample will be used for compliance unless we are otherwise notified. Collect and submit sample within two weeks of receipt.

To Be Completed By The Sample Collector

F9999 - PE
POE Site ID: 00999999
Collection Location: Water Treatment Plant
Bottle Numbers: Chem 0134952 Nut 0134952 HM 0134952

Collected By: _____

Date Collected: _____

Time Collected: _____

Daytime Phone: _____

This sample is for compliance purposes.

If you have questions regarding regulations, contact the Laboratory at 785-336-3336.

If you have questions regarding sampling, contact the Laboratory at 785-336-3336.



ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KS 66620-0001

(Annual/Quarterly/Monthly) Nitrate Monitoring
COLLECTION DATE

NAME
ADDRESS
CITY, STATE ZIP

Sampling Instructions: Collect the sample from the point of entry (POE) location that is listed below. Samples taken from points in the distribution system are not longer acceptable. Flush lines thoroughly prior to collection. Fill bottles completely. Do not rinse. Send the sample bottle and completed paperwork for each sample back to the laboratory as soon as possible following collection. In order to maintain compliance, this sample must be collected and returned to the lab by **09/26/04**.

To Be Completed By The Sample Collector
PWS ACCOUNT NUMBER:
POE Site ID:
Collection Location:
Bottle Number:
Collected By: _____
Date Collected: _____
Time Collected: _____
Daytime Phone Number: _____

If you have questions regarding regulation, contact:

KDHE Bureau of Water
(785) 368-8336

If you have questions regarding this sampling, contact:

KDHE Laboratory
(785) 296-1620

Nitrate Sample Submission Form and Bottle

ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KANSAS 66620-0001

Annual Nitrate Monitoring
08/27/04

Jane Doe
123 Easy Street
Anywhere KS 66666

Sampling Instructions: Collect the sample from the point of entry (POE) location that is listed below. Samples taken from points in the distribution system are no longer acceptable. Flush lines thoroughly prior to collection. Fill bottles completely. Do not rinse. Send the sample bottle and completed paperwork for each sample back to the laboratory as soon as possible following collection. In order to maintain compliance, this sample must be collected and returned to the lab by 09/26/04.

To Be Completed By The Sample Collector

F9999 - PE
POE Site ID: 00999999

Collection Location: Water Treatment Plant

Bottle Number: 134953

Collected By: _____

Date Collected: _____

Time Collected: _____

Daytime Phone Number: _____

If you have questions regarding this form, contact:

K

If you have questions regarding this form, contact:



ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KS 66620-0001

Quarterly Fluoride Monitoring
COLLECTION DATE

NAME
ADDRESS
CITY, STATE ZIP

Sampling Instructions:

Collect the sample from the point of entry (POE) listed below for which fluoridation is being performed. Flush lines thoroughly prior to collection. Do not rinse the collection bottle. Fill sample bottle completely. Be sure to use the correctly numbered Sample Bottle as listed below. Send the sample bottle and completed paperwork for each sample back to the laboratory as soon as possible following collection. In order to maintain compliance, this sample must be collected and shipped back to the laboratory prior to **September 30, 2004**.

To Be Completed By The Sample Collector	
PWS ACCOUNT NUMBER:	
POE Site ID:	Site:
Sample Bottle Number:	
Collected By:	_____
Date Collected:	_____
Time Collected:	_____
Daytime Phone Number:	_____

If you have questions regarding regulation, contact:

KDHE Bureau of Water
(785) 368-8336

If you have questions regarding this sampling, contact:

KDHE Laboratory
(785) 296-1620

Fluoride Sample Submission Form and Bottle

ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KS 66620-0001

Quarterly Fluoride Monitoring
08/27/04

Jane Doe
123 Easy Street
Anywhere, Ks 66666

Sampling Instructions:

Collect the sample from the point of entry (POE) listed below for which fluoridation is being performed. Flush lines thoroughly prior to collection. Do not rinse the collection bottle. Fill sample bottle completely. Be sure to use the correctly numbered Sample Bottle as listed below. Send the sample bottle and completed paperwork for each sample back to the laboratory as soon as possible following collection. In order to maintain compliance, this sample must be collected and shipped back to the laboratory prior to September 30, 2004.

To Be Completed By The Sample Collector

F9999 - PE

POE Site ID: 00999999 Site: Water Treatment Plant

Sample Bottle Number: 134954

Collected By: _____

Date Collected: _____

Time Collected: _____

Daytime Phone Number: _____

If you have questions regarding this form, please contact:

If you have questions regarding this form, please contact:



ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KS 66620-0001

Total Organic Carbon
COLLECTION DATE

NAME
ADDRESS
CITY, STATE ZIP

Sampling Instructions: The water sample for Total Organic Carbon (TOC) analysis must be collected during the calendar month in which the sample container is received. Collect the sample specified by this form at the Point of Entry (See 'POE Site ID' Below) of the treated water to the distribution system of the 'Collection Location' listed below. Be sure to use the sampling container that is labeled with the same number at the 'Bottle Number' listed below. Fill the bottle completely. Do not rinse sampling container. Send the bottle and the completed paperwork back to the laboratory as soon as possible following collection.

To Be Completed By The Sample Collector	
PWS ACCOUNT NUMBER:	
POE Site ID:	
Collection Location:	- After Treatment
Bottle Number:	
Collected By:	_____
Date Collected:	_____
Time Collected:	_____
Daytime Phone Number:	_____

If you have questions regarding regulation, contact:

KDHE Bureau of Water
(785) 368-8336

If you have questions regarding this sampling, contact:

KDHE Laboratory
(785) 296-1620

ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KS 66620-0001

Total Organic Carbon & Alkalinity
COLLECTION DATE

NAME
ADDRESS
CITY, STATE ZIP

Sampling Instructions: The water sample for Total Organic Carbon (TOC) & Alkalinity analysis must be collected during the calendar month in which the sample containers are received. Collect the sample specified by this form before treatment of the raw water at the 'Collection Location' listed below. Be sure to use the sampling containers (2) that are labeled with the same number at the 'Bottle Number' listed below. Fill the sampling containers completely. The collapsed plastic cubetainer must be expanded before filling. Do not rinse sampling containers. Send the containers and the completed paperwork back to the laboratory as soon as possible following collection.

To Be Completed By The Sample Collector	
PWS ACCOUNT NUMBER:	
POE Site ID:	
Collection Location:	- Before Treatment
Bottle Number:	
Collected By:	_____
Date Collected:	_____
Time Collected:	_____
Daytime Phone Number:	_____

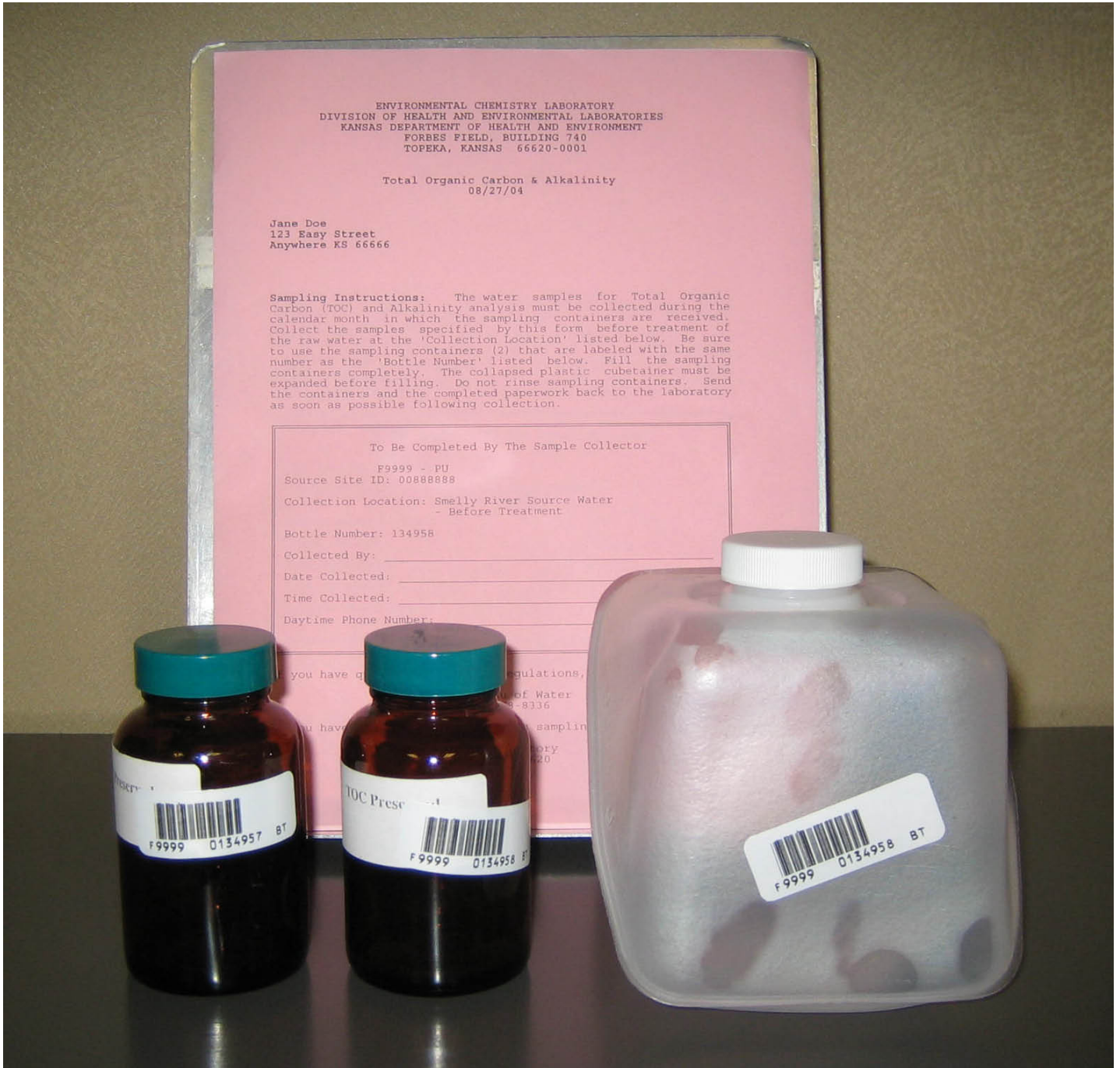
If you have questions regarding regulation, contact:

KDHE Bureau of Water
(785) 368-8336

If you have questions regarding this sampling, contact:

KDHE Laboratory
(785) 296-1620

Total Organic Carbon/Alkalinity Sample Submission Form and Bottles



**ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORY
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KANSAS 66620-0001**

**Lead-Copper Monitoring Sample
COLLECTION DATE**

Procedures for Homeowner Tap Sample Collection

These samples are being collected to determine the lead and copper levels in your tap water. This sampling effort is required by the U.S. Environmental Protection Agency and the State of Kansas and is being conducted through the cooperation of homeowners and residents. Sampling must begin within 2 weeks of receipt of this shipment.

A sample is to be collected after water has been sitting in the pipes for an extended period of time (i.e. no water used during this period). Due to this requirement, either early morning or evenings upon returning from work are the best times for collecting samples. The samples must be returned to the laboratory within 14 days of collection. The collection procedure is described in more detail below:

1. Prior arrangements will be made with the customer to coordinate the collection event. Dates will be set for sample kit delivery and pick-up by water department staff. The sample kit consists of an expandable plastic container which will hold about one quart of water and this sample submission form.
2. A minimum 6-hour (preferably no more than 10 hours) during which there is no water use through-out the house must be achieved prior to sampling. The water department recommends collecting the sample either in the morning or in the evening upon returning home to ensure that the necessary water conditions exist.
3. Use a kitchen or bathroom cold-water faucet for sampling. Open the container and expand the plastic cube before placing it below the faucet and gently open the cold water tap. Fill the sample container to the bottom of the neck and turn off the water.
4. Tightly cap the sample container. Please review the information on this form and the label of the container. The Sampling Number printed above on this form should correspond to the number on the container. If it doesn't, please note this on the form. Fill out the required information on the form and have the person who collected the sample sign the form.
5. If any plumbing repairs or replacements have been done in the home since the previous sampling, note it on this form.
6. Place the sample container outside the residence in the location requested by the water department staff. If you have questions regarding these instructions, please call your water department.
7. Results of this monitoring will be provided to participating customers after reports are received by the water department. If excessive lead and/or copper levels are found, you will be notified by your water department directly and given information on procedures that will help limit your exposure.

Required Information to be Complete by the Resident

Bottle Number: _____

Address where sample was collected: _____

Water was last used: Time: _____ Date: _____

Sample was collected: Time: _____ Date: _____

I have read the above directions and have taken a tap sample in accordance with those directions.

Signature _____ Date: _____

Public Water Supply: PWS NAME: _____

Lead and Copper Sample Submission Form and Bottle

ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KANSAS 66620-0001

Lead-Copper Monitoring Sample
08/27/2004

Procedures for Homeowner Tap Sample Collection

These samples are being collected to determine the lead and copper levels in your tap water. This sampling effort is required by the U. S. Environmental Protection Agency and the State of Kansas and is being conducted through the cooperation of homeowners and residents. Sampling must begin within 2 weeks of receipt of this shipment.

A sample is to be collected after water has been sitting in the pipes for an extended period of time (i.e. no water used during this period). Due to this requirement, either early mornings or evenings upon returning from work are the best times for collecting samples. The samples must be returned to the laboratory within 14 days of collection. The collection procedure is described in more detail below.

1. Prior arrangements will be made with the customer to coordinate the sample collection event. Dates will be set for sample kit delivery and pick-up by water department staff. The sample kit consists of an expandable plastic container which will hold about one quart of water and this sample submission form.
2. A minimum 6-hour period (preferably no more than 10 hours) during which there is no water use throughout the house must be achieved prior to sampling. The water department recommends collecting the sample either early in the morning or in the evening upon returning home to ensure that the necessary water conditions exist.
3. Use a kitchen or bathroom cold-water faucet for sampling. Open the container and expand the plastic cube before placing it below the faucet and gently open the cold water tap. Fill the sample container to the bottom of the neck and turn off the water.
4. Tightly cap the sample container. Please review the information on this form and the label of the container. The sampling number printed above on this form should correspond to the number on the container. If it doesn't, please note this on the form. Fill out the required information on the form and have the person who collected the sample sign the form.
5. If any plumbing repairs or replacements have been done in the home since the previous sampling, note it on this form.
6. Place the sample container outside the residence in the location requested by the water department staff. If you have questions regarding these instructions, please call your water department.
7. Results of this monitoring will be provided to participating customers after reports are received by the water department. If excessive lead or copper is found, you will be notified by your water department directly and given information on how to help limit your exposure.

Bottle Number _____
Address Where Sampled _____

Water Works _____

Sample Date _____

I have read and understand these instructions.

Signature _____

Print Name _____



NOTICE

WE HAVE BEEN RECEIVING SHIPPERS IN THE LABORATORY WITH BROKEN BOTTLES AS A RESULT OF PACKAGING MATERIAL NOT BEING ADDED TO THE SHIPPER TO PREVENT BREAKAGE OF THE GLASS SAMPLE CONTAINERS.

PLEASE USE PACKAGING MATERIAL SUCH AS BUBBLE WRAP, STYROFOAM PEANUTS, CRUMPLED NEWSPAPER, ETC. TO KEEP THE FREEZE-PACKS SEPARATE FROM THE GLASS BOTTLES FOR SHIPPING BACK TO THE LABORATORY.

BREAKAGE OF SAMPLE CONTAINERS MAY REQUIRE RECOLLECTION OF SAMPLES AT ADDITIONAL EXPENSE TO YOUR UTILITY.

THANK YOU FOR YOUR ATTENTION.

ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KANSAS 66620-0001

Lab Number: _____

Date Received: _____

PWS WATER SAMPLE SUBMISSION FORM

Report to:

Address:

PWS Account Number:

Name:

Program Code:

POE Site Identification Number:

POE Location:

SAMPLE COLLECTION PERIOD
(Check Date Collected)

DATE 1

DATE 2

DATE 3

Sample Collector: _____ Signature
Sample Collection Time: ____:____
24 Hour

ORGANIC ANALYTICAL TESTS REQUESTED

PF 134968 Pesticides - EPA Method 507/508

Sampling Comments: _____

Chain of Custody:

Date _____ Relinquished by _____ Received by _____

Date _____ Relinquished by _____ Received by _____

Date _____ Relinquished by _____ Received by _____

ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KANSAS 66620-0001

Lab Number: _____

Date Received: _____

PWS WATER SAMPLE SUBMISSION FORM

Report to:

Address:

PWS Account Number:

Name:

Program Code:

POE Site Identification Number:

POE Location:

SAMPLE COLLECTION PERIOD

(Check Date Collected)

DATE 1

DATE 2

DATE 3

Sample Collector: _____ Signature
Sample Collection Time: _____ : _____
24 Hour

ORGANIC ANALYTICAL TESTS REQUESTED

ZF 134969 Atrazine, Alachlor - EPA Method 507

Sampling Comments: _____

Chain of Custody:

Date _____ Relinquished by _____ Received by _____

Date _____ Relinquished by _____ Received by _____

Date _____ Relinquished by _____ Received by _____

Pesticide Sample Shipping Container, and Bottles



**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

PESTICIDE COLLECTION PROCEDURES AND SHIPPER INSTRUCTIONS
(Read through instructions carefully before sampling.)

Information & Instructions

The enclosed sample containers are provided for the collection of water samples for Organic Analytical Tests that are required by KDHE to comply with the monitoring requirements of the Safe Drinking Water Act and its' 1986 Amendments. The specific test(s) that are required are specified on the enclosed Sample Submission Form for each 'Point of Entry' (POE) of treated water into the distribution system. Samples must be collected on one of the *three* days specified in the 'Sample Collection Period' section of the Sample Submission Form. If unable to collect a sample from the POE site, note the reason on the submission form and return the form to the lab.

Water samples are collected from PWS's at predetermined specific locations (i.e., Point Of Entry) 'after any application of treatment' to the water as follows:

Ground Water Systems - Sample the treated water prior to entry to the distribution system at each 'Point Of Entry' representative of each well, or representative of a group of wells that are combined before entry to the distribution system.

Surface Water Systems - Sample the treated water at each 'Point Of Entry' to the distribution system representative of each source.

These 'Point Of Entry' sites have been previously identified for your utility. Each site should already be tagged with a KDHE site tag bearing the letters 'POE' along with an eight-digit site identification number.

The insulated shipper for shipping samples to the lab consists of a styrofoam cooler with an outer case of corrugated cardboard. The content of the shipper consists of the following: four one-liter amber round bottles, three reusable refrigerant freeze-packs, this sample collection procedure sheet, a return shipping label and a PWS Sample Submission Form. The submission form has been pre-filled out except for the time and date of collection, the name of the sample collector and chain of custody, which must be filled in by the sample collector. Each sample container has also been labeled with the POE Site Identification Number for each collection site for it to be used. Please make sure that the form and bottles being used have the proper POE Site Identification Number listed that corresponds to the site where the sample is collected.

Water samples must be cooled to 33-40° F when collected and maintained at that temperature during storage and transport to laboratory. Freeze-packs are provided that will maintain (when frozen) the temperature of previously cooled samples at 33-40° F in the styrofoam shipper for up to 24 hours. (See Instruction No. 9) Prior to collection, place freeze-packs in a freezer for at least 12 hours prior to their use. Samples must be placed in a refrigeration unit (capable of maintaining a temperature of 33-40° F) for at least 12 hours to cool the samples prior to shipping.

Once the samples are collected and cooled, the frozen freeze-packs are placed in the foam shipper with the samples to keep the samples cold during transport. If samples are not transported to the lab on the same day as collection, the samples must be kept cold by placing them in a refrigeration unit that will maintain the samples at 33-40° F. **NOTE: It is important that the water samples not be allowed to freeze as the bottles will break.** This will be a concern when outside temperatures are below freezing and the shipper is being transported and exposed to the outside air.

**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

**PESTICIDE COLLECTION PROCEDURES AND SHIPPER INSTRUCTIONS
Sample Collection Procedures**

1. Open water tap and allow the system to flush for two to three minutes to clear the service line. The tap must be free of aerator, strainer, hose attachment or water purification devices. No air bubbles should pass through the sample as the sample container is being filled. Adjust flow to a slow steady stream, about one quart per minute. If the water pressure is too high, use a clean glass container such as a beaker to collect the water sample. Transfer the water sample to the bottles using this container.
2. Remove cap and fill each bottle to the base (narrowest part) of the neck with water from the 'Point Of Entry' for which each bottle is labeled. Replace cap and shake bottle vigorously for ten seconds.
3. Using a pen or marker with waterproof ink, label each bottle with the following information: Sample Collectors Name, Date & Time of sample collection.
4. Complete the 'Sample Collection Period' section of the 'PWS Sample Submission Form(s)' by filling in the following: Sample Collector (signature), Collection Date (check) and Collection Time (24 Hour - Military Time).
5. Place all samples in refrigeration unit overnight (for at least 12 hours) to cool samples to 33-40° F.
6. After samples have been cooled down, place sample containers in their respective slots in the styrofoam shipper. Add the three frozen freeze-packs to the shipper. Place packing materials such as crumpled newspaper, styrofoam peanuts, etc. in the void space of the shipper to prevent sample bottles from coming in contact with and being broken by the hard freeze-packs during transportation to the lab. Replace the styrofoam lid.
7. **If shipping collection kit to the lab**, complete the Chain of Custody section of the Sample Submission Form by putting the date on the 'Date' line; sign your name on the 'Relinquished By' line and put shipped by the courier on the 'Received By' line (e.g., 'Shipped By UPS'). **Shipping samples to the lab will require the use of a courier that will guarantee delivery to the lab within 24 hours.** Place completed Sample Submission Form and this instruction sheet on the lid of the styrofoam cooler. Close and seal flaps of the shipper box with strapping tape. Affix the return shipping label to the lid of the shipper box.
8. **If delivering samples directly to the lab, complete the Chain of Custody section when relinquishing samples to anyone involved in the transportation and have them do the same.** Also sign the form when relinquishing samples to lab staff.

Laboratory Hours for receiving samples are from 8:00 AM to 5:00 PM, Monday thru Friday.

9. **DO NOT SHIP samples any later than Wednesday** as the samples may sit in the lab over the weekend for more than the 24 hours that the freeze-packs will keep the samples cold. Should this occur; recollection of the samples will be required.

NOTE: For further information regarding these collection procedures, contact: Lab Director, Environmental Chemistry Laboratory, Division of Health & Environmental Laboratories. Phone 785-296-1647
For scheduling problems contact: PWS Section, Bureau of Water. Phone 785-368-8336

**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

VOLATILE / PESTICIDE COLLECTION PROCEDURES AND SHIPPER INSTRUCTIONS

(Read through instructions carefully before sampling.)

Information & Instructions

The enclosed sample containers are provided for the collection of water samples for Organic Analytical Tests that are required by KDHE to comply with the monitoring requirements of the Safe Drinking Water Act and its' 1986 Amendments. The specific test(s) that are required are specified on the enclosed Sample Submission Form(s) for each 'Point of Entry' (POE) of treated water into the distribution system. Samples must be collected on one of the three days specified in the 'Sample Collection Period' section of the Sample Submission Form. If unable to collect a sample from the POE site, note the reason on the submission form and return the form to the lab.

Water samples are collected from PWS's at predetermined specific locations (i.e., Point Of Entry) 'after any application of treatment' to the water as follows:

Ground Water Systems - Sample the treated water prior to entry to the distribution system at each 'Point Of Entry' representative of each well, or representative of a group of wells that are combined before entry to the distribution system.

Surface Water Systems - Sample the treated water at each 'Point Of Entry' to the distribution system representative of each source.

These 'Point Of Entry' sites have been previously identified for your utility. Each site should already be tagged with a KDHE site tag bearing the letters 'POE' along with an eight-digit site identification number.

The insulated shipper for shipping samples to the lab consists of a styrofoam cooler with an outer case of corrugated cardboard. The content of the shipper consists of the following: four one-liter amber round bottles, two 40 cc clear vials, three reusable refrigerant freeze-packs, a vial of 50% hydrochloric acid, glass disposable pipettes and squeeze bulb wrapped in aluminum foil, this sample collection procedure sheet, a return shipping label and a PWS Sample Submission Form. The form has been pre-filled out except for the time and date of collection, the name of the sample collector and chain of custody, which must be filled in by the sample collector. Each sample container has also been labeled with the POE Site Identification Number for each collection site for it to be used. Please make sure that the form and bottles being used have the proper POE Site ID Number listed that corresponds to the site where the sample is collected.

Water samples must be cooled to 33-40° F when collected and maintained at that temperature during storage and transport to the laboratory. Freeze-packs are provided that will maintain (when frozen) the temperature of previously cooled samples at 33-40° F in the styrofoam shipper for up to 24 hours. (See Instruction No. 12) Prior to collection, place freeze-packs in a freezer for at least 12 hours prior to their use. Samples must be placed in a refrigeration unit (capable of maintaining a temperature of 33-40° F) for at least 12 hours to cool the samples prior to shipping.

Once the samples are collected and cooled, the frozen freeze-packs are placed in the foam shipper with the samples to keep the samples cold during transport. If samples are not transported to the lab on the same day as collection, the samples must be kept cold by placing them in a refrigeration unit that will maintain the samples at 33-40° F. **NOTE: It is important that the water samples not be allowed to freeze as the bottles will break.** This will be a concern when outside temperatures are below freezing and the shippers are being transported and exposed to the outside air.

Vials Labeled A & B (40 cc Vials For Volatiles - Two Collected Per POE)

1. Open water tap and allow the system to flush for two to three minutes to clear the service line. The tap must be free of aerator, strainer, hose attachment or water purification devices. No air bubbles should pass through the sample as the sample container is being filled. Adjust flow to a slow steady stream, about one quart per minute. If the water pressure is too high, use a clean glass container such as a beaker to collect the water sample. Transfer the water sample to the vials using this container.

[**NOTE:** The 40 cc Vials contain ascorbic acid powder (Vitamin C) to quench the excess chlorine. Prior to filling vial, tap the bottle gently to assure that the powder is at the bottom of the vial and not sticking to the cap liner. Do not flush out the quenching agent while filling the vial.]

**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

VOLATILE / PESTICIDE COLLECTION PROCEDURES AND SHIPPER INSTRUCTIONS

2. Fill each vial, those labeled 'A' & 'B', three quarters of the way with water from the 'Point Of Entry' for which each vial is labeled. Using the disposable pipette provided, add six drops of the 50% Hydrochloric (HCl) acid solution to the water in the vials. This step and the next step (3) must be done quickly to avoid loss of volatiles.

CAUTION: 50% Hydrochloric Is A Strong Acid; Wear Eye Protection.

Wash Any Spillage From Skin With Plenty Of Tap Water.

(NOTE: Discard used glass pipettes after rinsing with tap water. Rinse out the acid from the 5 cc acid vial with lots of water and reseal the vial. Place the vial and rubber squeeze bulb back into the shipping container.)

3. **Carefully finish filling each vial with water** so that the water bulges above the top of the vial. Be careful not to overflow the vial. Hold the vial firmly on a flat surface with one hand and screw the cap on tightly with the other hand. Turn vial upside down; shake vigorously for ten seconds and observe for air bubbles. Vial should be completely filled with water. There should be no air bubbles or air pockets in the vial. **If large air bubbles are present, discard the sample and repeat sample collection** in the same vial and label it '**Unquenched**'.
4. Using a pen or marker with waterproof ink, label the vials with the following information: Sample Collectors Name, Date & Time of sample collection.

One-liter Bottles (1 liter Amber Boston Round Bottles - Four Collected Per POE)

5. Remove cap and fill each one liter bottle to the base (narrowest part) of the neck with water from the 'Point Of Entry' for which each bottle is labeled. Replace cap and shake each bottle vigorously for ten seconds.
6. Using a pen or marker with waterproof ink, label the bottles with the following information: Sample Collectors Name, Date & Time of sample collection.
7. Complete the 'Sample Collection Period' section of the 'PWS Sample Submission Form' by filling in the following: Sample Collector (signature), Collection Date (check) and Collection Time(24 hour).
8. Place all samples in a refrigeration unit overnight (for at least 12 hours) to cool samples to 33-40° F.
9. After samples have been cooled down, place sample containers in their respective slots in the styrofoam shipper. Add the three frozen freeze-packs to the shipper. Place packing materials such as crumpled newspaper, styrofoam peanuts, etc. in the void space of the shipper to prevent sample bottles from coming in contact with and being broken by the hard freeze-pack during transportation to the lab. Replace the styrofoam lid.
10. **If shipping collection kit to the lab**, complete the Chain of Custody section of the Sample Submission Form by putting the date on the 'Date' line; sign your name on the 'Relinquished By' line and put shipped by the courier on the 'Received By' line (e.g., 'Shipped By UPS'). **Shipping samples to the lab will require the use of a courier that will guarantee delivery to the lab within 24 hours.** Place completed Sample Submission Form and this instruction sheet on the lid of the styrofoam cooler. Close and seal flaps of the shipper box with strapping tape. Affix the return shipping label to the lid of the shipper box.
11. **If delivering samples directly to the lab, complete the Chain of Custody section when relinquishing samples to anyone involved in the transportation and have them do the same.** Also sign the form when relinquishing samples to lab staff.

Laboratory Hours for receiving samples are from 8:00 AM to 5:00 PM, Monday thru Friday.

12. **DO NOT SHIP samples any later than Wednesday** as the samples may sit in the lab over the weekend for more than the 24 hours that the freeze-packs will keep the samples cold. Should this occur; recollection of the samples will be required.

NOTE: For further information regarding these collection procedures, contact: Lab Director, Environmental Chemistry Laboratory, Division of Health & Environmental Laboratories. Phone 785-296-1647

For scheduling problems contact: PWS Section, Bureau of Water. Phone 785-368-8336

ENVIRONMENTAL CHEMISTRY LABORATORY
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
FORBES FIELD, BUILDING 740
TOPEKA, KANSAS 66620-0001

Lab Number: _____

Date Received: _____

PWS WATER SAMPLE SUBMISSION FORM

Report to:

Address:

PWS Account Number:

Name:

Program Code:

POE Site Identification Number:

POE Location:

SAMPLE COLLECTION PERIOD

(Check Date Collected)

DATE 1

DATE 2

DATE 3

Sample Collector: _____ Signature
Sample Collection Time: ____:____
24 Hour

ORGANIC ANALYTICAL TESTS REQUESTED

VF 134966 Volatile Organics - EPA Method 524.2

IA 134967 Triazines - Immunoassay Method

Sampling Comments: _____

Chain of Custody:

Date _____ Relinquished by _____ Received by _____

Date _____ Relinquished by _____ Received by _____

Date _____ Relinquished by _____ Received by _____

Volatile Organic Compound (VOC) and Triazines-Immunoassay Sample Submission Form, Shipping Container and Bottles



VOLATILE COLLECTION PROCEDURE SUMMARY

STEP 1 – ADD WATER TO VIAL TO $\frac{3}{4}$ FULL

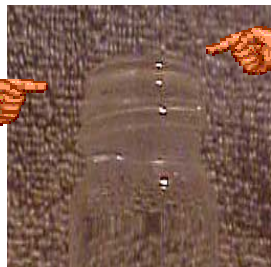


$\frac{3}{4}$ Full

STEP 2 – ADD 6 DROPS ACID TO WATER IN VIAL



STEP 3 – FINISH FILLING VIAL WITH WATER



Full

**Water Bead
above Lip**

STEP 4 – PLACE CAP WITH SEPTUM ON VIAL AND SCREW DOWN TIGHT



STEP 5 – CHECK FOR AIR BUBBLES OR AIR POCKETS IN VIAL

**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

VOLATILE / TRIAZINE COLLECTION PROCEDURES AND SHIPPER INSTRUCTIONS

(Read through instructions carefully before sampling.)

Information & Instructions

The enclosed sample containers are provided for the collection of water samples for Organic Analytical Tests that are required by KDHE to comply with the monitoring requirements of the Safe Drinking Water Act and its' 1986 Amendments. The specific test(s) that are required are specified on the enclosed Sample Submission Form(s) for each 'Point of Entry' (POE) of treated water into the distribution system. Samples must be collected on one of the three days specified in the 'Sample Collection Period' section of the Sample Submission Form(s). If unable to collect a sample from the POE site, note the reason on the submission form and return the form to the lab.

Water samples are collected from PWS's at predetermined specific locations (i.e., Point Of Entry) 'after any application of treatment' to the water as follows:

Ground Water Systems - Sample the treated water prior to entry to the distribution system at each 'Point Of Entry' representative of each well, or representative of a group of wells that are combined before entry to the distribution system.

Surface Water Systems - Sample the treated water at each 'Point Of Entry' to the distribution system representative of each source.

These 'Point Of Entry' sites have been previously identified for your utility. Each site should already be tagged with a KDHE site tag bearing the letters 'POE' along with an eight-digit site identification number.

The insulated shipper for shipping samples to the lab consists of a styrofoam cooler with an outer case of corrugated cardboard. The content of the shipper consists of the following: *two* 40 cc clear vials, *one* 20 cc clear vial and a PWS Sample Submission Form for each POE; one reusable refrigerant freeze-pack; a vial of 50% hydrochloric acid; glass disposable pipettes and squeeze bulb wrapped in aluminum foil; this sample collection procedure sheet and a return shipping label. The submission form(s) has been pre-filled out except for the time and date of collection, the name of the sample collector and chain of custody, which must be filled in by the sample collector. Each sample container has also been labeled with the POE Site Identification Number for each collection site for it to be used. Please make sure that the form and bottles being used have the proper POE Site ID No. listed for the site where the sample is collected.

Water samples must be cooled to 33-40° F when collected and maintained at that temperature during storage and transport to the laboratory. A freeze-pack is provided that will maintain (when frozen) the temperature of previously cooled samples at 33-40° F in the styrofoam shipper for up to 24 hours. (See Instruction No.12) Prior to collection, place the freeze-pack in a freezer for at least 12 hours prior to its use. Samples must be placed in a refrigeration unit (capable of maintaining a temperature of 33-40° F) for at least 12 hours to cool the samples prior to shipping.

Once the samples are collected and cooled, the frozen freeze-pack is placed in the foam shipper with the samples to keep the samples cold during transport. If samples are not transported to the lab on the same day as collection, the samples must be kept cold by placing them in a refrigeration unit that will maintain the samples at 33-40° F. **NOTE: It is important that the water samples not be allowed to freeze as the bottles will break.** This will be a concern when outside temperatures are below freezing and the shippers are being transported and exposed to the outside air.

Vials Labeled A & B (40 cc Vials For Volatiles - Two Collected Per POE)

1. Open water tap and allow the system to flush for two to three minutes to clear the service line. The tap must be free of aerator, strainer, hose attachment or water purification devices. No air bubbles should pass through the sample as the sample container is being filled. Adjust flow to a slow steady stream, about one quart per minute. If the water pressure is too high, use a clean glass container such as a beaker to collect the water sample. Transfer the water sample to the vials using this container.

[NOTE: The 40 cc Vials contain ascorbic acid powder (Vitamin C) to quench the excess chlorine. Prior to filling vial, tap the bottle gently to assure that the powder is at the bottom of the vial and not sticking to the cap liner. Do not flush out the quenching agent while filling the vial.]

**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

VOLATILE / TRIAZINE COLLECTION PROCEDURES AND SHIPPER INSTRUCTIONS

2. Fill each vial, those labeled 'A' & 'B', three quarters of the way with water from the 'Point Of Entry' for which each vial is labeled. Using the disposable pipette provided, add six drops of the 50% Hydrochloric (HCl) acid solution to the water in the vials. This step and the next step (3) must be done quickly to avoid loss of volatiles.

CAUTION: 50% Hydrochloric Is A Strong Acid; Wear Eye Protection.

Wash Any Spillage From Skin With Plenty Of Tap Water.

(NOTE: Discard used glass pipettes after rinsing with tap water. Rinse out the acid from the 5 cc acid vial with lots of water and reseal the vial. Place the vial and rubber squeeze bulb back into the shipping container.)

3. **Carefully finish filling each vial with water** so that the water bulges above the top of the vial. Be careful not to overflow the vial. Hold the vial firmly on a flat surface with one hand and screw the cap on tightly with the other hand. Turn vial upside down; shake vigorously for ten seconds and observe for air bubbles. Vial should be completely filled with water. There should be no air bubbles or air pockets in the vial. **If large air bubbles are present, discard the sample and repeat sample collection** in the same vial and label it '**Unquenched**'.
4. Using a pen or marker with waterproof ink, label each vial with the following information: Sample Collectors Name, Date & Time of sample collection.

Vial Labeled 'IA' (20 cc Vial for Triazines - One Collected Per POE)

7. Remove cap and fill the vial with water from the 'Point Of Entry' for which each vial is labeled. Replace cap.
8. Using a pen or marker with waterproof ink, label each vial with the following information: Sample Collectors Name, Date & Time of sample collection.
7. Complete the 'Sample Collection Period' section of the 'PWS Sample Submission Form(s)' by filling in the following: Sample Collector (signature), Collection Date (check) and Collection Time (24 hour).
8. Place all samples in a refrigeration unit overnight (for at least 12 hours) to cool samples to 33-40° F.
9. After samples have been cooled down, place sample containers in their respective slots in the styrofoam shipper. Add the frozen freeze-pack to the shipper. Place packing materials such as crumpled newspaper, styrofoam peanuts, etc. in the void space of the shipper to prevent sample bottles from coming in contact with and being broken by the hard freeze-pack during transportation to the lab. **Do not place freeze-pack in contact with the vials** as this will freeze the sample and the container will break. Replace the styrofoam lid.
10. **If shipping collection kit to the lab**, complete the Chain of Custody section of the Sample Submission Form(s) by putting the date on the 'Date' line; sign your name on the 'Relinquished By' line and put shipped by the courier on the 'Received By' line (e.g., 'Shipped By UPS'). **Shipping samples to the lab will require the use of a courier that will guarantee delivery to the lab within 24 hours.** Place completed Sample Submission Form(s) and this instruction sheet on the lid of the styrofoam cooler. Close and seal flaps of the shipper box with strapping tape. Affix the return shipping label to the lid of the shipper box.
11. **If delivering samples directly to the lab, complete the Chain of Custody section when relinquishing samples to anyone involved in the transportation and have them do the same.** Also sign the form when relinquishing samples to lab staff.

Laboratory Hours for receiving samples are from 8:00 AM to 5:00 PM, Monday thru Friday.

12. **DO NOT SHIP samples any later than Wednesday** as the samples may sit in the lab over the weekend for more than the 24 hours that the freeze-pack will keep the samples cold. Should this occur; recollection of the samples will be required.

NOTE: For further information regarding these collection procedures, contact: Lab Director, Environmental Chemistry Laboratory, Division of Health & Environmental Laboratories. Phone 785-296-1647
For scheduling problems contact: PWS Section, Bureau of Water. Phone 785-368-8336

**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

VOLATILE COLLECTION PROCEDURES AND SHIPPER INSTRUCTIONS

(Read through instructions carefully before sampling.)

Information & Instructions

The enclosed sample containers are provided for the collection of water samples for Organic Analytical Tests that are required by KDHE to comply with the monitoring requirements of the Safe Drinking Water Act and its' 1986 Amendments. The specific test(s) that are required are specified on the enclosed Sample Submission Form(s) for each 'Point of Entry' (POE) of treated water into the distribution system. Samples must be collected on one of the three days specified in the 'Sample Collection Period' section of the Sample Submission Form(s). If unable to collect a sample from the POE site, note the reason on the submission form and return the form to the lab.

Water samples are collected from PWS's at predetermined specific locations (i.e., Point Of Entry) 'after any application of treatment' to the water as follows:

Ground Water Systems - Sample the treated water prior to entry to the distribution system at each 'Point Of Entry' representative of each well, or representative of a group of wells that are combined before entry to the distribution system.

Surface Water Systems - Sample the treated water at each 'Point Of Entry' to the distribution system representative of each source.

These 'Point Of Entry' sites have been previously identified for your utility. Each site should already be tagged with a KDHE site tag bearing the letters 'POE' along with an eight-digit site identification number.

The insulated shipper for shipping samples to the lab consists of a styrofoam cooler with an outer case of corrugated cardboard. The content of the shipper consists of the following: two 40 cc clear vials and one PWS Sample Submission Form for each POE; one reusable refrigerant freeze-pack; a vial of 50% hydrochloric acid; glass disposable pipettes and squeeze bulb wrapped in aluminum foil; this sample collection procedure sheet and a return shipping label. The submission form(s) has been pre-filled out except for the time and date of collection, the name of the sample collector and chain of custody, which must be filled in by the sample collector. Each sample container has also been labeled with the POE Site Identification Number for each collection site for it to be used. Please make sure that the form and bottles being used have the proper POE Site ID No. listed that corresponds to the site where the sample is collected.

Water samples must be cooled to 33-40° F when collected and maintained at that temperature during storage and transport to the laboratory. A freeze-pack is provided that will maintain (when frozen) the temperature of previously cooled samples at 33-40° F in the styrofoam shipper for up to 24 hours. (See Instruction No.10) Prior to collection, place the freeze-pack in a freezer for at least 12 hours prior to its use. Samples must be placed in a refrigeration unit (capable of maintaining a temperature of 33-40° F) for at least 12 hours to cool the samples prior to shipping.

Once the samples are collected and cooled, the frozen freeze-pack is placed in the foam shipper with the samples to keep the samples cold during transport. If samples are not transported to the lab on the same day as collection, the samples must be kept cold by placing them in a refrigeration unit that will maintain the samples at 33-40° F. **NOTE: It is important that the water samples not be allowed to freeze as the bottles will break.** This will be a concern when outside temperatures are below freezing and the shippers are being transported and exposed to the outside air.

Vials Labeled A & B (40 cc Vials For Volatiles - Two Collected Per POE)

1. Open water tap and allow the system to flush for two to three minutes to clear the service line. The tap must be free of aerator, strainer, hose attachment or water purification devices. No air bubbles should pass through the sample as the sample container is being filled. Adjust flow to a slow steady stream, about one quart per minute. If the water pressure is too high, use a clean glass container such as a beaker to collect the water sample. Transfer the water sample to the vials using this container.

[NOTE: The 40 cc Vials contain ascorbic acid powder (Vitamin C) to quench the excess chlorine. Prior to filling vial, tap the bottle gently to assure that the powder is at the bottom of the vial and not sticking to the cap liner. Do not flush out the quenching agent while filling the vial.]

**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

VOLATILE COLLECTION PROCEDURES AND SHIPPER INSTRUCTIONS

2. Fill each vial, those labeled 'A' & 'B', three quarters of the way with water from the 'Point Of Entry' for which each vial is labeled. Using the disposable pipette provided, add six drops of the 50% Hydrochloric (HCl) acid solution to the water in the vials. This step and the next step (3) must be done quickly to avoid loss of volatiles.

**CAUTION: 50% Hydrochloric Is A Strong Acid; Wear Eye Protection.
Wash Any Spillage From Skin With Plenty Of Tap Water.**

(NOTE: Discard used glass pipettes after rinsing with tap water. Rinse out the acid from the 5 cc acid vial with lots of water and reseal the vial. Place the vial and rubber squeeze bulb back into the shipping container.)

3. **Carefully finish filling each vial with water** so that the water bulges above the top of the vial. Be careful not to overflow the vial. Hold the vial firmly on a flat surface with one hand and screw the cap on tightly with the other hand. Turn vial upside down; shake vigorously for ten seconds and observe for air bubbles. Vial should be completely filled with water. There should be no air bubbles or air pockets in the vial. **If large air bubbles are present, discard the sample and repeat sample collection** in the same vial and label it '**Unquenched**'.
4. Using a pen or marker with waterproof ink, label the vials with the following information: Sample Collectors Name, Date & Time of sample collection.
5. Complete the 'Sample Collection Period' section of the 'PWS Sample Submission Form(s)' by filling in the following: Sample Collector (signature), Collection Date (check) and Collection Time (24 hour).
6. Place all samples in a refrigeration unit overnight (for at least 12 hours) to cool samples to 33-40° F.
7. After samples have been cooled down, place sample containers in their respective slots in the styrofoam shipper. Add the frozen freeze-pack to the shipper. Place packing materials such as crumpled newspaper, styrofoam peanuts, etc. in the void space of the shipper to prevent sample bottles from coming in contact with and being broken by the hard freeze-pack during transportation to the lab. **Do not place freeze-pack in contact with the vials** as this will freeze the sample and the container will break. Replace the styrofoam lid.
8. **If shipping collection kit to the lab**, complete the Chain of Custody section of the Sample Submission Form(s) by putting the date on the 'Date' line; sign your name on the 'Relinquished By' line and put shipped by the courier on the 'Received By' line (e.g., 'Shipped By UPS'). **Shipping samples to the lab will require the use of a courier that will guarantee delivery to the lab within 24 hours.** Place completed Sample Submission Form(s) and this instruction sheet on the lid of the styrofoam cooler. Close and seal flaps of the shipper box with strapping tape. Affix the return shipping label to the lid of the shipper box.
9. **If delivering samples directly to the lab**, complete the Chain of Custody section when relinquishing samples to anyone involved in the transportation and have them do the same. Also sign the form when relinquishing samples to lab staff.

Laboratory Hours for receiving samples are from 8:00 AM to 5:00 PM, Monday thru Friday.

10. **DO NOT SHIP samples any later than Wednesday** as the samples may sit in the lab over the weekend for more than the 24 hours that the freeze-pack will keep the samples cold. Should this occur; recollection of the samples will be required.

NOTE: For further information regarding these collection procedures, contact: Lab Director, Environmental Chemistry Laboratory, Division of Health & Environmental Laboratories. Phone 785-296-1647
For scheduling problems contact: PWS Section, Bureau of Water. Phone 785-368-8336

ENVIRONMENTAL CHEMISTRY LABORATORY
 DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
 KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
 FORBES FIELD, BUILDING 740
 TOPEKA, KANSAS 66620-0001

PWS WATER SAMPLE SUBMISSION FORM
 Trihalomethanes / Haloacetic Acids Monitoring

Report to:

Address:

PWS Account Number:

Name:

Program Code:

SAMPLE COLLECTION PERIOD (Check Date Collected)		
DATE 1 <input type="checkbox"/>	DATE 2 <input type="checkbox"/>	DATE 3 <input type="checkbox"/>

Bottle No. *	Collection Location	Sample Collector	Time of Collection	OC Lab No. **
134964				DF
134965				TF

* Number on Bottle or Vial

** TF - Trihalomethanes DF - Haloacetic Acids

Sampling Comments: _____

Chain of Custody:

Date _____ Relinquished by _____ Received by _____

Date _____ Relinquished by _____ Received by _____

Date _____ Relinquished by _____ Received by _____

Trihalomethanes (TTHM) and Haloacetic Acids (HAA5)
Sample Submission Form, Shipping Container, and Sample Bottles



**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

**TRIHALOMETHANES / HALOACETIC ACIDS COLLECTION
PROCEDURES AND SHIPPER INSTRUCTIONS**

(Read through instructions carefully before sampling.)

Information & Instructions

The enclosed sample containers are provided for the collection of water samples for Organic Analytical Tests that are required by KDHE to comply with the monitoring requirements of the Trihalomethane Rule and the Disinfectants/Disinfection Byproducts Rule of the Safe Drinking Water Act. The specific tests that are required are specified on the enclosed Sample Submission Form for each 'Site' (Collection Location) in the distribution system. Each 'Site' must be sampled for both Trihalomethanes and Haloacetic Acids. Samples must be collected on one of the *three* days specified in the 'Sample Collection Period' section of the Sample Submission Form. All samples must be collected on the same day.

The insulated shipper for shipping samples to the lab consists of a styrofoam cooler with an outer case of corrugated cardboard. The content of the shipper consists of the following: *two to five* 40 cc clear vials; *two to five* 120 cc clear bottles; a PWS Water Sample Submission Form; one reusable refrigerant freeze-pack; this sample collection procedure sheet and a return shipping label. The submission form has been pre-filled out except for the sample collector and collection times for each 'Collection Location', the date of collection, and the chain of custody; all of which must be filled in by the sample collector. Each sample container has also been labeled with the ' Site' (Collection Location) for it to be used. Please make sure that the vials or bottles being used have the proper 'Collection Location' on the label for the site where the sample is collected. One extra vial and bottle have been included in the event one of the sampling containers is broken. Should this happen, transfer the label from the broken container to the extra one and use it for sample collection.

Water samples must be cooled to 33-40° F when collected and maintained at that temperature during storage and transport to the laboratory. A freeze-pack is provided that will maintain (when frozen) the temperature of previously cooled samples at 33-40° F in the styrofoam shipper for up to 24 hours. (See Instruction No. 11) Prior to collection, place the freeze-pack in a freezer for at least 12 hours prior to its use. Samples must be placed in a refrigeration unit (capable of maintaining a temperature of 33-40° F) for at least 12 hours to cool the samples prior to shipping.

Once the samples are collected and cooled, the frozen freeze-pack is placed in the foam shipper with the samples to keep the samples cold during transport. If samples are not transported to the lab on the same day as collection, the samples must be kept cold by placing them in a refrigeration unit that will maintain the samples at 33-40° F. **NOTE: It is important that the water samples not be allowed to freeze as the bottles will break.** This will be a concern when outside temperatures are below freezing and the shippers are being transported and exposed to the outside air.

Collection Procedures:

Vials Labeled 'THM Only' (40 cc Vials For Trihalomethanes - One Collected Per Collection Location)

1. Open water tap and allow the system to flush for two to three minutes to clear the service line. The tap must be free of aerator, strainer, hose attachment or water purification devices. No air bubbles should pass through the sample as the sample container is being filled. Adjust flow to a slow steady stream, about one quart per minute. If the water pressure is too high, use a clean glass container such as a beaker to collect the water sample. Transfer the water sample to the vials or bottles using this container.

[NOTE: The 40 cc Vials contain a small amount of 10% sodium thiosulfate solution (0.2 mls) to quench the excess chlorine. Prior to filling vial, tap the vial gently to assure that the solution is at the bottom of the vial and not sticking to the cap liner. Do not flush out the quenching solution while filling the vial.]

2. Fill each vial, labeled 'THM Only', with water from the Site (Collection Location) for which it is labeled just so that the water bulges above the top of the lip of the vial. Be careful not to overflow the vial. Hold the vial firmly on a flat surface with one hand and screw the cap on tightly with the other hand. Turn vial upside down; shake vigorously for ten seconds and observe for air bubbles. Vial should be completely filled with water. There should be no air bubbles or air pockets in the vial. If large air bubbles are present, discard the sample and repeat sample collection in the same vial and label it 'Unquenched'.

**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

- Using a pen or marker with waterproof ink, label each vial with the following information: Sample Collectors Name, Date & Time of sample collection.

Bottles Labeled 'HAA Only' (120 cc Bottle for Haloacetic Acids - One Collected Per Collection Location)

[NOTE: The 120 cc Bottles contain ammonium chloride powder to quench the excess chlorine. Prior to filling bottle, tap the bottle gently to assure that the powder is at the bottom of the bottle and not sticking to the cap liner. Do not flush out the quenching agent while filling the bottle.]

- Fill each bottle, labeled 'HAA ONLY', with water from the Site (Collection Location) for which it is labeled just so that the water bulges above the top of the lip of the bottle. Be careful not to overflow the bottle. Hold the bottle firmly on a flat surface with one hand and screw the cap on tightly with the other hand. Turn bottle upside down; shake vigorously for ten seconds and observe for air bubbles. Bottle should be completely filled with water. There should be no air bubbles or air pockets in the bottle. **If large air bubbles are present, discard the sample and repeat sample collection** in the same bottle and label it '**Unquenched**'.
- Using a pen or marker with waterproof ink, label each bottle with the following information: Sample Collectors Name, Date & Time of sample collection.
- Complete the 'PWS Sample Submission Form' by filling in the following: Collection Date (check); Sample Collector (signature) and Collection Time (24 hour) for each 'Collection Location'.
- Place all samples in a refrigeration unit overnight (for at least 12 hours) to cool samples to 33-40° F.
- After samples have been cooled down, place sample containers in their respective slots in the styrofoam shipper. Also, place any extra sampling containers in their respective slots. Add the frozen freeze-pack to the shipper. Place packing materials such as crumpled newspaper, styrofoam peanuts, etc. in the void space of the shipper to prevent sample bottles from coming in contact with and being broken by the hard freeze-pack during transportation to the lab. **Do not place freeze-pack in contact with the vials or bottles** as this will freeze the sample and the container will break. Replace the styrofoam lid.
- If shipping collection kit to the lab**, complete the Chain of Custody section of the Sample Submission Form by putting the date on the first 'Date' line; sign your name on the 'Relinquished By' line and put shipped by the courier on the 'Received By' line (e.g., 'Shipped By UPS'). **Shipping samples to the lab will require the use of a courier that will guarantee delivery to the lab within 24 hours.** Place completed Sample Submission Form and this instruction sheet on the lid of the styrofoam cooler. Close and seal flaps of the shipper box with strapping tape. Affix the return shipping label to the lid of the shipper box.
- If delivering samples directly to the lab, complete the Chain of Custody section when relinquishing samples to anyone involved in the transportation and have them do the same.** Also sign the form when relinquishing samples to lab staff.

Laboratory Hours for receiving samples are from 8:00 AM to 5:00 PM, Monday thru Friday.

- DO NOT SHIP samples any later than Wednesday** as the samples may sit in the lab over the weekend for more than the 24 hours that the freeze-pack will keep the samples cold. Should this occur; recollection of the samples will be required.

NOTE: For further information regarding these collection procedures, contact: Lab Director, Environmental Chemistry Laboratory, Division of Health & Environmental Laboratories. Phone 785-296-1647
For scheduling problems contact: PWS Section, Bureau of Water. Phone 785-296-5946

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
Radiochemistry Laboratory
FORBES FIELD, BUILDING 740
TOPEKA, KS 66620-0001

Public Water Supply Radiochemical Monitoring
COLLECTION DATE

NAME _____ PWS ACCOUNT NUMBER: _____
ADDRESS _____ BOTTLE NUMBER: _____ PROGRAM CODE: _____
CITY, STATE ZIP _____

Sample Instructions: Collect the sample from the point of entry (POE) location that is listed below. Samples taken from points in the distribution system are no longer acceptable. Fill bottle completely. Send the filled sample bottle and this completed submission form to the laboratory. **Samples should be collected within 10 days of receipt of the bottle. The Laboratory must receive the sample on a business day within 5 days of the sample collection.** If the sample collector transfers this sample to anyone else besides a courier (US Post Office, UPS, etc) he/she must fill out the chain of custody sheet below.

CHAIN OF CUSTODY

Date _____ Relinquished by _____ Received By _____

Date _____ Relinquished by _____ Received By _____

POE Site ID:
Collection Location:
Bottle Number:
District:

To be Completed by the Sample Collector

Collected By: _____

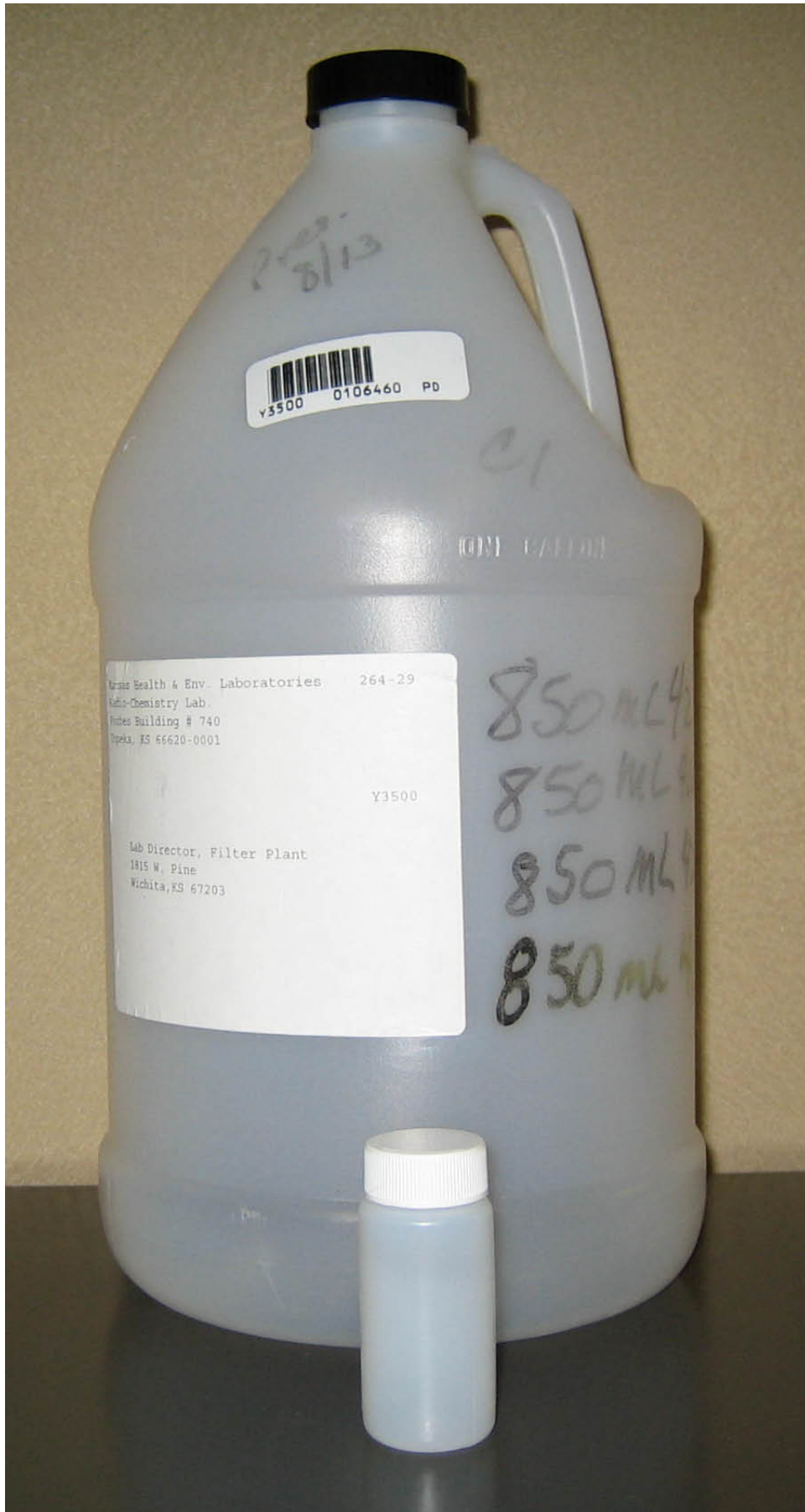
Date and Time Collected: _____

Collector's Daytime Phone Number: _____

If you have questions about this sample please call the Radiochemistry Lab at (785) 296-1620.

Received by: _____

Radionuclide Sample Bottles



ENVIRONMENTAL MICROBIOLOGY
Kansas Department of Health and Environment
Division of Health and Environmental Laboratory
Forbes Field, Building 740
Topeka, Kansas 66620-0001
(785) 296-6020

Directions for Collection of Water Samples

1. **Use only sterile bottles** furnished or approved by Environmental Microbiology Section. Keep bottles sealed until used. Do not keep after 6 months. Please return unused bottles.
2. **Collect samples from rigid faucets when possible.** Do not collect from: water softeners, charcoal filters, yard hydrants, fire hydrants, frost-free hydrants, leaking faucets, hot water faucets, sill cocks. Try to avoid swing faucets or single handle faucets whenever possible.
3. **Do not collect all samples from the same site unless there is only one service connection on your system.**
4. **Remove any aerator or filters** from faucet before sampling.
5. Wash hands before beginning sampling procedures. **Run the water** at a steady rate (so it doesn't splash out of the bottle) **for 4 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 the bottle to the SHOULDER** 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. **COMPLETE THE INFORMATION ON THE SAMPLING DATA CARD:**
Please print **ALL** information.
 - a. **Collection date**
 - b. **Collector's last name and first initial**
 - c. **Time of collection (military time, 24 hour clock, or include a.m. or p.m.)**
 - d. **Collection location (brief name, address, or site zone and number)**
 - e. **Chlorine residual**
 - f. **Comments that would be helpful**

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.

8. Collection of the sample in the afternoon may reduce the transit time. The sample must reach the lab within 30 hours. **Ship samples on Monday, Tuesday, or Wednesday unless there is a holiday involved.** Avoid having the samples arrive at the laboratory on weekends or holidays.
9. **Collect and return a sample in each bottle** received for your water system. Samples not collected during a month will result in a monitoring violation.

10. Three **REPEAT** (formerly called *Check*) sampling bottles and data cards are sent if there has been a total or fecal coliform found. One "**REPLACEMENT**" sampling bottle and data card are sent if there is incomplete data, bacterial interference, or mail delays the sample in transit.

Failure to return REPLACEMENT or REPEAT samples will result in monitoring violations. **Empty returns for any reason must be documented** (note or "Comments" box), or a monitoring violation will result.

11. If you have not received your scheduled monthly bottle shipment from the KDHE Environmental Microbiology Laboratory, call the laboratory Call Center at (785) 296-6020 and tell them it's a shipping question. If you have questions about your laboratory results, call (785) 296-6020 and ask for a microbiologist. If you have questions about address or personnel changes, call (785) 296-6434. Questions about compliance or public notification should be directed to (785) 296-5518.

Microbiology Shipping Container and Sample Bottle





**Kansas Department of Health and Environment
Division of Health and Environmental Laboratories
Forbes Field, Building 740
Topeka, Kansas 66620-0001**

Lab Number: _____
Date Received: _____
Analysis Code: _____

Sample Submission Form

Report To: _____ Address: _____

Collection Site: _____

	Legal	Project Code	Name		PWS Acct. No.
Site ID Number:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Collection Depth: _____
					Feet

Sample Type: Water Soil Sediment Sludge Air Oil Solid Liquid Wipe Priority: Regular Moderate Urgent

Sample Collector: _____ Date: ____-____-____ Time: ____:____:____
Name Agency (Abbr) Mo Day Yr 24 Hour

Program: EA EB EC ED EE EF EG EJ EL EP ER ET EW ES FK LM SC SE SG SN SP SW
Code: PC PD PE PI PP PT PU PV WE WI HD HF HL HS RP AR GS KC US AQ TR WC

Organic Chemistry Laboratory

Check Desired Analysis: Other _____ VOC Sample Acidified:

Volatiles Method: 624 8260 524.2 Pesticides Method: 608 8080 507/8

Acids Method: 625 8270 Base/Neutrals Method: 625 5270 525.2

PCB's Method: 608 8080 Oil Herbicides Method: 615 8150 515.1

Inorganic Chemistry Laboratory

Bottle Nos.: Chem _____ DO _____ NUT _____ HM _____ CN _____ O&G _____ Phenol _____

Check Desired Analysis: Other _____

Metals Mercury Mineral TCLP

Radiation Chemistry Laboratory

Check Desired Analysis: Other _____

Gross Alpha Gross Uranium Ra-226 Ra-228

Sample Comments: _____

Chain of Custody:

Date _____ Relinquished By _____ Received By _____

Date _____ Relinquished By _____ Received By _____

Date _____ Relinquished By _____ Received By _____

Additional Reports Routed To:

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

**PWS TEST WELLS
PESTICIDE/VOLATILE COLLECTION PROCEDURES AND SHIPPER INSTRUCTIONS**

(Read through instructions carefully before sampling.)

Preliminary Instructions & Information

The insulated shipper for shipping samples to the lab consists of a styrofoam cooler with an outer case of corrugated cardboard. The content of the shipper consists of the following: four one-liter amber round bottles, two 40 cc clear vials, three reusable refrigerant freeze-packs and this sample collection procedure sheet.

Water samples must be cooled to 33-40° F as soon as collected and maintained at that temperature during storage and transport to the laboratory. The shipper comes supplied with three freeze-packs that will maintain (when frozen) the temperature of previously cooled samples at 33-40° F in the styrofoam shipper for up to 24 hours. (Note: See Instruction No. 11.) Prior to collection, the freeze-packs will require freezing. Place the freeze-packs in a freezer for at least 12 hours prior to their being used. Samples must be placed in a refrigerator for at least 12 hours to cool the samples down prior to shipping. As an alternative, the samples may initially be cooled to 33-40° F by placing them in a large cooler with bags of ice. If this procedure is used, be sure to keep bottles and vials out of the water. Be sure that they are labeled properly using a waterproof ink and that the labels and writing do not come off the bottles and vials when wet.

Once the samples are collected and cooled; the frozen freeze-packs are placed in the foam shipper with the samples to keep the samples cold during transport. If samples are not being shipped or transported to the lab on the same day as collection, the samples must be placed in a refrigeration unit that will maintain the samples at 33-40° F. NOTE: It is important that the water samples not be allowed to freeze as the bottles will break. This will be a concern when outside temperatures are below freezing and the shippers are being transported and exposed to the outside air. Also, do not use dry ice to cool down or keep samples cold. The temperature of dry ice is -110° F and this will freeze the water in the bottles and they will break.

Vials Labeled A & B (40 cc Vials For Volatiles - Two Collected Per Collection Location)

1. Open water tap and allow the system to flush for two to three minutes to clear the service line. The tap must be free of aerator, strainer, hose attachment or water purification devices. No air bubbles should pass through the sample as the sample container is being filled. Adjust flow to about one quart per minute.

(NOTE: Vials contain ascorbic acid powder to quench excess chlorine in water sample. Prior to filling vial, tap the vial gently to assure that the powder is at the bottom of the vial and not sticking to the cap liner. Do not flush out the quenching agent while filling the vial.)

2. Slowly and carefully fill each vial with water so that the water bulges above the lip of the vial. Do not overflow the vial. Sample must be collected such that there are no bubbles in the vial. In the event sample is collected from a tap that will not allow a slow flow due to high pressure; collect sample in a clean, volatile-free, glass or stainless steel container and pour the sample from that container into the vial.
3. Hold the vial firmly on a flat surface with one hand and screw the cap on tightly with the other hand. Turn vial upside down; shake vigorously for ten seconds and observe for air bubbles. If air bubbles are present, discard the sample and flush vial with water being sampled. Repeat sample collection in the same vial and write on the vial, 'Not Quenched'. This is because the quenching agent was flushed out of the vial.
4. Label the vials with the following information: PWS Name; PWS Account Number; KDHE POE Site Tag ID Number (if available); Sample Collectors Name, Date & Time of sample collection.

**DIVISION OF HEALTH AND ENVIRONMENTAL LABORATORIES
ENVIRONMENTAL CHEMISTRY LABORATORY**

**PWS TEST WELLS
PESTICIDE/VOLATILE COLLECTION PROCEDURES AND SHIPPER INSTRUCTIONS**

One-Liter Bottles (1 Liter Amber Boston Round Bottles -Four Collected Per Collection Location)

5. Remove cap and fill each one liter bottle to the base (narrowest part) of the neck with water. Replace cap and shake each bottle vigorously for ten seconds.
6. Label each bottle with the following information: PWS Name; PWS Account Number; KDHE POE Site Tag ID Number (if available); Sample Collectors Name; Date & Time of sample collection.
7. Cool all samples to 33-40° F in an appropriate manner such as placing in a refrigeration unit overnight (for at least 12 hours) or icing down samples.
8. After samples have been cooled down, place sample containers in their respective slots in the styrofoam shipper. Add the three frozen freeze-packs to the shipper. Place packing materials such as crumpled newspaper, styrofoam peanuts, etc. in the void space of the shipper to prevent sample bottles from coming in contact with and being broken by the hard freeze-packs during transportation to the lab. Replace the styrofoam lid.
9. Shipping samples to the lab will require the use of a courier that will guarantee delivery to the lab within 24 hours. Place the instruction sheet on the lid of the styrofoam cooler. Close and seal flaps of the shipper box with strapping tape.
10. Deliver or ship samples to laboratory within 24 hours of collection.
11. DO NOT Collect and Ship samples on a Thursday or Friday as the samples may sit in the lab over the weekend for more than the 24 hours that the freeze-packs will keep the samples cold. Should this occur; recollection of the samples will be required.

NOTE: For further information regarding collection procedures, contact: Lab Director, Environmental Chemistry Laboratory, Division of Health and Environmental Laboratories. Tel. 785-296-1647



Kansas Department of Health and Environment

Division of Health and Environmental Laboratories
Radiochemistry Laboratory

Radon in Water Sample Collection Instructions

The sample kit should contain a faucet adapter connected to a funnel, a syringe, a hypodermic needle and four vials containing 10 ml of mineral oil based liquid. Although only 3 vials are needed for radon analysis; fill all four vials provided, in case damage occurs during shipment.

Sample Collection Procedures

Attach the faucet/ funnel assembly to faucet

Slowly turn on the water and allow a steady stream to flow out of the funnel for approximately 2 minutes. Allow excess water to flow over the edge of the funnel.

Reduce the flow of water. It should be adjusted to a level that does not cause turbulence in the pool of water contained in the funnel.

Examine the hose connection and tubing for air bubbles or pockets. If these are visible, raise or lower the funnel until they are removed.

Screw the hypodermic needle into the syringe and remove the cover. Then place the tip of the needle approximately 3 cm (1 inch) under the surface of the water in the funnel and withdraw a few cc's of water and discard. Rinse the needle 3 times in the fashion.

Again, place the tip of the needle approximately 3 cm below the surface and **slowly** withdraw 10 cc's of water avoiding extreme turbulence and air bubbles. If large air bubbles are noticed in the syringe, then discard the water and redraw the sample. Note the time of collection.

Remove the syringe and needle and point it upwards, **slowly** eject any small air bubbles and extra water. Retain precisely 10 cc's of water in the syringe.

Remove the cap from a vial and carefully stick the tip of the needle to the bottom of the vial. **Slowly** eject the water from the syringe into the vial underneath the mineral oil based liquid. Be careful not to create too much turbulence.

Remove the needle and syringe, replace the cap on the vial, and tighten securely.

Repeat the previous steps until all vials are filled.

Complete the radon sample data form (attached), and return the entire kit back to the laboratory.

If you have any questions concerning radon sample collection, please call the Radiochemistry Laboratory at 785-296-1630.

Kansas Department of Health and Environment
Division of Health and Environmental Laboratories
Radiochemistry Laboratory

Radon in water sample data form

Collection Date: _____ Collection Time: _____ AM or PM

Collection Location: _____

Public Water Supply Account # (if any): _____

Send Additional Reports to: _____

Sample Collected by: _____ Phone: _____

Radon Kit ID #: _____

Radon samples must arrive at laboratory (on a business day) less than 4 days after collection

For Laboratory Use Only

Laboratory Number: _____

Received By: _____

Date and Time Received: _____

Comments:

Test Well Sample Kit



Courier Service Directory

Drinking water samples may be taken to the specified locations below. **Please contact the appropriate agency for specific details**
 A courier service will deliver these samples to the Kansas Department of Health and Environment (KDHE) Division of Health and Environmental Laboratories (DHEL) free of charge.

Please do not collect and ship drinking water samples any later than Wednesday, otherwise sample holding time may be exceeded.

Agency	Frequency	Address	City	Phone	E-mail	District
Atchison NEK-Multi County Health Department	Tues	616 Commercial Street	Atchison	(913) 367-5152	irishbo2@crn.org	NE
Barber County Health Department	Tues	117 E. Kansas Street	Medicine Lodge	(620) 886-3294	heatherbenkern@cyberlodg.com	SC
Barton County Health Department	Mon, Wed, Fri	1300 Kansas Avenue, Suite B	Great Bend	(620) 793-1902	lakings@bartoncounty.org	NW
Butler County Health Department	Mon - Fri	206 N Griffith Street, Suite B	El Dorado	(316) 321-3400	cborger@bucoks.com	SC
Butler County Health Department	Tues, Wed, Thurs	2100 Ohio Street	Augusta	(316) 321-3400		SC
Chase County Health Department	Tues	206 Broadway Street	Cottonwood Falls	(620) 273-6377	cchealth@bulldognet.com	SC
Chautauqua County Health Department	Tues / Fri	215 N Chautauqua Street	Sedan	(620) 725-5850	cqcohd@sbcglobal.net	SE
Cherokee County Health Department	Wed	110 E Walnut Street	Columbus	(620) 429-3087	hd@cherokeecountyks.org	SE
Cheyenne County Health Department	Tues	709 S Benton Street	St Francis	(785) 332-2381	chealth@cityofstfrancis.net	NW
Clark County Health Department	Wed	913 Highland Street	Ashland	(620) 635-2624	shotsrus@ucom.net	SW
Clay County Community Health Services	Wed	820 Spellman Circle	Clay Center	(785) 632-3193	healthy@nckcn.com	NC
Cloud County Health Department	Tues / Thurs	1010 3rd Avenue	Concordia	(785) 243-8140	health@cloudcountyks.org	NC
Coffey County Health Department	Thurs	110 S 6th Street	Burlington	(620) 364-8631	cchd@coffeycountyks.org	SE
Comanche County Health Department	Wed	207 S Washington Avenue	Coldwater	(620) 582-2431	countyhealth@giantcomm.net	SC
City-Cowley County Health Department	Tues, Wed, Fri	320 E 9th Avenue, Suite B	Winfield	(620) 221-1430	cchd@cowleycounty.org	SC
Cowley County Health Department	Tues / Thurs	512 W Washington Street	Arkansas City	(620) 221-1430		SC

Agency	Frequency	Address	City	Phone	E-mail	District
Crawford County Health Department	Mon, Wed, Fri	410 E Atkinson Avenue, Suite B	Pittsburg	(620) 231-5411	jgoedeke@crawfordcohd.org	SE
Decatur County Health Department	Thurs	902 W Columbia Street	Oberlin	(785) 475-8118	decaturhealth@classicnet.net	NW
Dickinson County Health Department	Thurs	1001 N Brady Street	Abilene	(785) 263-4179	dkhealthdept@access-one.com	NC
Doniphan County Health Department	Mon, Wed, Thurs	201 S Main Street	Troy	(785) 985-3591	dchd@carsoncomm.com	NE
Lawrence-Douglas County Health	Mon - Fri	200 Maine Street, Suite B	Lawrence	(785) 843-3060	kkent@ldchd.lawrence.ks.us	NE
Edwards County Health Department	Wed	622 W 8th Street	Kinsley	(620) 659-3102	echd@edcohealth.com	SC
Elk County Health Department	Tues	127 N Pine Street	Howard	(620) 374-2277	echdus@sktc.net	SE
Ellis County Health Department	Mon - Fri	601 Main Street, Suite B	Hays	(785) 628-9440	butch@ellisco.net	NW
Ellsworth County Health Department	Mon, Wed, Fri	1603 Aylward Avenue	Ellsworth	(785) 472-4488	ellscohd@classicnet.net	NC
Finney County Health Department	Mon - Fri	919 Zerr Road	Garden City	(620) 272-3600	health01@finneycounty.org	SW
Ford County Health Department	Tue / Thurs	106 E Spruce Street	Dodge City	(620) 227-4545	healthy@fordcounty.net	SW
Franklin County Health Department	Mon, Wed, Fri	1418 S Main Street, Suite 1	Ottawa	(785) 229-3530	bconus@mail.franklincoks.org	SE
Junction City-Geary County Health Department	Mon - Fri	1212 W Ash Street	Junction City	(785) 762-5788	phunter@jcgchealthdept.org	NC
Gove County Health Department	Wed	520 Washington Street	Gove	(785) 938-2335	gocohdpt@ruraltel.net	NW
Graham County Health Department	Thurs	225 N Pomeroy Street	Hill City	(785) 421-3326	gchealth@ruraltel.net	NW
Grant County Health Department	Tue / Thurs	105 S Glenn Street	Ulysses	(620) 356-1545	gthealth@pld.com	SW
Gray County Health Department	Wed	300 S Main Street	Cimarron	(620) 855-2424	rmaddox@grayco.org	SW
Greeley County Health Department	Thurs	400 W Lawrence Street	Tribune	(620) 376-4200	nurse04@sunflowertelco.com	SW
Greenwood County Health Department	Tues	311 N Main Street	Eureka	(620) 583-6632	gwcohealthdept@yahoo.com	SE
Hamilton County Health Department	Thurs	304 E Avenue A	Syracuse	(620) 384-7875	hmhealth@pld.com	SW
Harper County Health Department	Tues	123 N Jennings Avenue	Anthony	(620) 842-5132	harperhealth@classicnet.net	SC

Agency	Frequency	Address	City	Phone	E-mail	District
Harvey County Health Department	Tues / Thurs	316 Oak Street	Newton	(316) 283-1637	rflickinger@harveycounty.com	SC
Haskell County Health Department	Tues	301 S Derby Street	Sublette	(620) 675-8191	skmeairs@hotmail.com	SW
Hodgeman County Health Department	Thurs	500 Main Street	Jetmore	(620) 357-8736	hghealthdept@hotmail.com	SW
Jackson NEK-Multi County Health Department	Thurs	312 Pennsylvania Avenue	Holton	(785) 364-2670	madreith@hotmail.com	NE
Jefferson County Health Department	Tues	1212 Walnut-U.S. Hwy 59	Oskaloosa	(785) 863-2447	jchd@jfcountyks.com	NE
Jewell County Health Department	Tues	307 N Commercial Street, Suite 2	Mankato	(785) 378-4060	jchd@nckcn.com	NC
Johnson County Health Department - Mission	Mon - Fri	6000 Lamar Avenue	Mission	(913) 826-1201	debby.sullivan@jocogov.org	NE
Johnson County Health Department - Olathe	Mon - Fri	11875 S Sunset Drive	Olathe	(913) 477-8300	debby.sullivan@jocogov.org	NE
Junction City-Geary County Health Department	Mon, Wed, Fri	1018 W 6th Street	Junction City	(785) 762-5788	phunter@jcgchealthdept.org	NC
Wyandotte County Health Department	Daily	619 Ann Avenue	Kansas City	(913) 321-4803	jconnor@wycokck.org	NE
KDHE NORTH CENTRAL DISTRICT OFFICE	Tue, Wed, Thurs	2501 Market Place, Ste. D	Salina	(785) 827-9639		NC
KDHE NORTHEAST DISTRICT OFFICE	Tue, Wed, Thurs	800 W. 24th St.	Lawrence	(785) 842-4600		NE
KDHE NORTHWEST DISTRICT OFFICE	Tue, Wed, Thurs	2301 E. 13th	Hays	(785) 625-5663		NW
KDHE SOUTH CENTRAL DISTRICT OFFICE	Tue, Wed, Thurs	130 South Market, Suite 6050	Wichita	(316) 337-6020		SC
KDHE SOUTHEAST DISTRICT OFFICE	Tue, Wed, Thurs	1500 W. 7th St.	Chanute	(620) 431-2390		SE
KDHE SOUTHWEST DISTRICT OFFICE	Tue, Wed, Thurs	302 W. McArtor	Dodge City	(620) 225-0596		SW
KDHE SURFACE MINING SECTION OFFICE	Tue, Wed, Thurs	4033 Parkview Drive	Frontenac	(620) 231-8540		SE
Kearny County Health Department	Thurs	307 N Kansas Street	Lakin	(620) 355-6342	kecohd@pld.com	SW
Kingman County Health Department	Tues	125 N Spruce Street	Kingman	(620) 532-2221	kchd1@yahoo.com	SC

Agency	Frequency	Address	City	Phone	E-mail	District
Kiowa County Health Department	Tues	211 E Florida Avenue	Greensburg	(620) 723-2136	kwcohd@sbcgobal.net	SC
Labette County Health Department	Mon, Wed, Fri	1902 S Hwy 59, Bldg. C	Parsons	(620) 421-4350	hd@labettecounty.com	SE
Lane County Health Department	Thurs	125 W Long Street	Dighton	(620) 397-2809	lchd@st-tel.net	SW
Leavenworth County Health Department	Mon - Fri	500 Eisenhower Road, Suite 101	Leavenworth	(913) 250-2000	sburns@lvcocks.com	NE
Lincoln County Health Department	Thurs	115 W Court Street	Lincoln	(785) 524-4406	lchd@nckcn.com	NC
Logan County Health Department	Wed	216 Maple Avenue	Oakley	(785) 672-4502	lgchgs@ruraltel.net	NW
Marion County Health Department	Thurs	230 E Main Street	Marion	(620) 382-2550	dserene@marioncocks.net	SC
Marshall County Health Department	Wed	1201 Broadway	Marysville	(785) 562-3485	mscopy@bluevalley.net	NC
McPherson County Health Department	Mon, Wed, Fri	1001 N Main Street	McPherson	(620) 241-1753	machd@machealth.org	NC
Meade County Health Department	Thurs	309 S Webb Street	Meade	(620) 873-8745	mchd@meadecohealth.com	SW
Miami County Health Department	Wed	1201 Lakemary Drive	Paola	(913) 294-2431	mchealth@classicnet.net	SE
Mitchell County Health Department	Tues / Thurs	310 W 8th Street	Beloit	(785) 738-5175	patricia310@yahoo.com	NC
Montgomery County Health Department - Coffeyville	Tues / Thurs	908 S Walnut Street	Coffeyville	(620) 251-4210	ruth@mgcohd.kscoxmail.com	SE
Montgomery County Health Department - Independence	Tues	209 East Laurel Street	Independence	(620) 331-4300	mchd2@sbcglobal.net	SE
Morris County Health Department	Thurs	221 Hockaday Street	Council Grove	(620) 767-5175	mrchd@postmark.net	NC
Morton County Health Department	Tues	625 Colorado Street	Elkhart	(620) 697-2612	mchealth@elkhart.com	SW
Brown NEK-Multi County Health Department	Tues	907 S 2nd Street	Hiawatha	(785) 742-2505	karlaharter@hotmail.com	NE
Neosho County Health Department	Thurs	320 E Main Street	Chanute	(620) 431-5770	nchd@cableone.net	SE
Neosho County Health Department	Tues	100 S Main Street	Erie	(620) 431-5770		SE
Ness County Health Department	Thurs	202 W Sycamore Street	Ness City	(785) 798-3388	nchd1@gbta.net	SW

Agency	Frequency	Address	City	Phone	E-mail	District
Norton County Health Department	Thurs	801 N Norton Avenue	Norton	(785) 877-5745	prnhome@ruraltel.net	NW
Osage County Health Department	Wed	103 E 9th Street	Lyndon	(785) 828-3117	osagecohealth@earthlink.net	SE
Osborne County Health Department	Tues	115 N First Street	Osborne	(785) 346-2412	mans@ruraltel.net	NC
Ottawa County Health Department	Thurs	817-A Argyle Avenue	Minneapolis	(785) 392-2822	otcohd@nckcn.com	NC
Pawnee County Health Department	Thurs	715 Broadway Street	Larned	(620) 285-6963	marybeth@pawnee.kscoxmail.com	NW
Phillips County Health Department	Thurs	784 6th Street	Phillipsburg	(785) 543-6850	annex7846@hotmail.com	NW
Pottawatomie County Health Department	Wed	320 Main Street	Westmoreland	(785) 457-3719	lcampbell@pottcounty.org	NC
Pratt County Health Department	Tues / Thurs	712 South Main Street	Pratt	(620) 672-4135	pchd@health.kscoxmail.com	SC
Reno County Health Department	Mon - Fri	209 W 2nd Street	Hutchinson	(620) 694-2900	judy.seltzer@renogov.com	SC
Republic County Health Department	Thurs	1206 18th Street	Belleville	(785) 527-5671	rchdhha@nckcn.com	NC
Rice County Health Department	Thurs	1486 Hwy 56	Lyons	(620) 257-2171	rchd@ly.kscoxmail.com	NW
Riley Co-Manhattan Health Department	Mon - Fri	2030 Tecumseh Road	Manhattan	(785) 776-4779	rchealth@kansas.net	NC
Rooks County Health Department	Thurs	426 Main Street	Stockton	(785) 425-7352	rooksco@ruraltel.net	NW
Rush County Health Department	Thurs	611 Peace Street	LaCrosse	(785) 222-3427	3angels@gbta.net	NW
Russell County Health Department	Thurs	189 W Luray Street	Russell	(785) 483-6433	russellhd@ruraltel.net	NC
Salina-Saline County Health Department	Mon - Fri	125 W Elm Street	Salina	(785) 826-6600	yvonne.gibbons@salhelp.org	NC
Scott County Health Department	Thurs	306 Church Street	Scott City	(620) 872-5774	ksattler@wbsnet.org	
Bourbon SEK-Multi County Health Department	Tues / Thurs	210 S National Avenue	Fort Scott	(620) 223-4464	bourbonchd@yahoo.com	SE
Anderson SEK-Multi County Health Department	Wed	407 West 2nd Street	Garnett	(785) 448-6559	sekmchd@hotmail.com	SE
Allen SEK-Multi County Health Department	Tues / Thurs	221 S Jefferson Avenue	Iola	(620) 365-2191	diane@albchd.kscoxmail.com	SE
Linn SEK-Multi County Health Department	Tues	902 Main Street	Pleasanton	(913) 352-6640	linn054@yahoo.com	SE

Agency	Frequency	Address	City	Phone	E-mail	District
Woodson SEK-Multi County Health Department	Tues	109 E Rutledge Street	Yates Center	(620) 625-2484	ychealth@hotmail.com	SE
Seward County Health Department	Mon - Fri	103 W Second Street	Liberal	(620) 626-3369	health@swko.net	SW
Sheridan County Public Health	Thurs	940 8th Street	Hoxie	(785) 675-2101	schealth@ruraltel.net	NW
Sherman County Health Department	Tues	1622 Broadway Street	Goodland	(785) 899-4888	shcounty@st-tel.net	NW
Smith County Health Department	Tues	614 S Main Street	Smith Center	(785) 282-6656	schd@ruraltel.net	NC
Stafford County Health Department	Thurs	610 E First Avenue	St. John	(620) 549-3504	schd@stjohnks.net	NW
Stanton County Health Department	Tues	404 N Chestnut Street	Johnson City	(620) 492-6443	county@pld.com	SW
Stevens County Health Office	Tues	1042 S Jackson Street	Hugoton	(620) 544-7157	svcohlth@pld.com	SW
Sumner County Health Department	Wed	217 W 8th Street	Wellington	(620) 326-2774	vwing@co.sumner.ks.us	SC
Thomas County Health Department	Wed	350 S Range Avenue, Suite 2	Colby	(785) 462-4596	thomascohd@st-tel.net	NW
Trego County Health Department	Thurs	201 N Main Street	Wakeeney	(785) 743-6348	tchd@ruraltel.net	NW
Wabaunsee County Health Department	Mon	215 Kansas Avenue	Alma	(785) 765-2425	healthybaby@earthlink.net	NC
Wallace County Health Department	Tues	313 Main Street	Sharon Springs	(785) 852-4272	wchealth@sunflowertelco.com	NW
Washington County Health Department	Wed	115 W 3rd Street	Washington	(785) 325-2600	wchealth@nckcn.com	NC
Wichita County Health Department	Thurs	S 7th and Olive	Leoti	(620) 375-2289	whcohd@sunflowertelco.com	SW
Sedgwick County Health Department	Mon - Fri	1900 E Ninth Street N	Wichita	(316) 660-7300	sarmbrus@sedgwick.gov	SC
Wilson County Health Department	Tues	615 Madison Street, Room 1	Fredonia	(620) 378-4455	wlhealth@twinmounds.com	SE