

Fluoride

SAMPLE COLLECTION PROCEDURE

Reference Method SM 4500-F-C

Read instructions carefully.

Samples may be rejected if ALL instructions are not followed.

- **Sample bottle/preservative:**
 - 125-mL plastic General bottle, Unpreserved
- **Shipping:**
 - Ship as soon as possible. The sample must arrive at the laboratory within 28 days.
- **Sampling locations:**
 - Distribution system representative location (treated water).

Sample collection procedure:

1. Attach the pre-printed label to the bottle. If you do not have a pre-printed label, write the following information, using a ballpoint or permanent pen, on the generic bottle label: PWSID, PWS Name, and Location ID.
2. Remove any attachments from the sample tap.
3. Turn on the cold water tap and run for 4 to 5 minutes, or until the water temperature has stabilized, whichever is longer.
 - a. If there is only one faucet handle, make sure it is in the cold water position.
4. Reduce the flow of the water so the stream is steady and the width of a pencil.
5. Remove bottle cap and hold in hand. Do not touch the underside of the cap or the inside of the bottle.
6. Fill bottle to the shoulder. **DO NOT** overfill the container.
7. Screw the cap back on the bottle. Make sure the cap is on securely. Turn the bottle upside down to make sure the water does not leak.
8. Replace any attachments that were removed from the faucet or sample tap.

Complete Chain-of-Custody form using indelible ink:

1. Name of the sample collector.
2. Date and Time collected (include a.m. or p.m.).
3. Field Number (MDH only, if applicable).

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4. Put your signature on the “Relinquished By” line, including date and time. The date and time are when the sample is put in the return mailer and sealed. If samples pass hands prior to packaging, both parties must sign, date, and time. The first party would put down the date and time of the transfer, and the second party would put down the date and time the sample is packaged.

Shipping and handling:

1. If dropping off at the laboratory a physical hand-off is required.
2. Prepare package for shipping.
 - a. Place the bottle, with pre-printed label attached, in the mailing container.
 - b. Place completed Chain-of-Custody in the provided zip-lock bag and insert into the container.
3. Ship to the Public Health Laboratory:

Courier Service (Spee-Dee, UPS, FedEx, etc.)

Minnesota Department of Health
Public Health Laboratory
Environmental Sample Receiving
601 Robert Street North
Saint Paul, MN 55155-2531

U.S. Postal Service – 1st Class

Minnesota Department of Health
Public Health Laboratory
Environmental Sample Receiving
P.O. Box 64899
Saint Paul, MN 55164-0899

If you have questions, call 651-201-4700, or email health.drinkingwater@state.mn.us.

Minnesota Department of Health
Drinking Water Protection
651-201-4700
health.drinkingwater@state.mn.us
www.health.state.mn.us

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To obtain this information in a different format, call 651-201-4700.