1. **Safety Concerns:** Caution! Sample bottles contain chemicals. Open containers slowly and carefully. Do not rinse out containers.

2. **Sample Bottle/Preservative:**
   a. Four 40 mL vials with 3 mg Sodium Thiosulfate.

3. **Shipping/Sample Hold Time:** Ship within 3 days.

4. **Sampling locations:** First sample tap following treatment (treated water).

5. **Prior to Collection:** Remove ice packs from sampling kit and freeze at least 48 hours prior to sampling.

6. **Sample Collection Procedure:**
   a. Attach the pre-printed label to the bottle. If you do not have a pre-printed label write the following information using indelible ink on the generic bottle label: PWSID, PWS Name, and Location ID.
   b. Remove aerator and screen from the faucet.
   c. Turn on cold water tap and run for 4 to 5 minutes or until water temperature has stabilized, whichever is longer. If using a single lever faucet make sure the lever is all the way to the cold side. Reduce flow so the stream is steady and the width of a pencil.
   d. Remove the sample vial cap and hold in hand. Do not touch the underside of the cap or the inside of the bottle. Quickly position the vial, at a slight angle, under the water flow.
   e. Carefully complete the filling of the vial to form a meniscus (the curved upper surface of a liquid formed by surface tension).
   f. Screw the cap on the vial so that the milky white side of the septum is in contact with the water. Invert the vial and tap lightly against your hand. If air bubbles are present dispose of the vial and a new sample must be collected. Once capped the vial cannot be opened.
   g. Repeat for the remaining 3 vials.
   h. Replace any attachments that were removed from the faucet.
   i. Upon completion of sampling immediately (within 15 minutes) place sample in cooler with cooling material.

7. **Complete Chain-of-Cust form using indelible ink:**
   a. Name of the sample collector
   b. Date and Time collected (include a.m. or p.m.)
   c. Field Number (if applicable)
d. 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.

8. **Shipping and Handling:**
   a. If dropping off at the laboratory a physical hand-off is required. Cooling material must be present in cooler and observed by laboratory personnel.
   b. Prepare package for shipping.
      i. Place the pre-chilled bottle, with pre-printed label attached, in the mailing container.
      ii. Place Laboratory Request form in the provided zip-lock bag and ship with the bottles in the shipping container.
      iii. Add enough fresh cooling material to shipping container to maintain a sample temperature between 0.0 and 6.0°C, with no evidence of freezing.
   c. Ship to the Public Health Laboratory.

<table>
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<th>U.S. Postal Service – 1st Class</th>
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<tr>
<td>Minnesota Department of Health</td>
<td>Minnesota Department of Health</td>
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<td>Public Health Laboratory</td>
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<tr>
<td>Environmental Sample Receiving</td>
<td>Environmental Sample Receiving</td>
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<tr>
<td>601 Robert Street North</td>
<td>601 Robert Street North</td>
</tr>
<tr>
<td>P.O. Box 64899</td>
<td>Saint Paul, MN 55155-2531</td>
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<tr>
<td>Saint Paul, MN 551164-0899</td>
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If you have questions, please contact Compliance Officer at 651.201.4700.