

Total Coliform

SAMPLE COLLECTION PROCEDURE

Reference Method SM 9223B

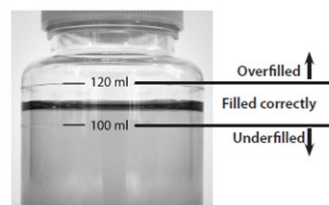
Read instructions carefully.

Samples may be rejected if ALL instructions are not followed.

- **Sample bottle/preservative:** 150 mL sterile clear plastic IDEXX bottle or 120 mL sterile clear plastic IDEXX bottle preserved with sodium thiosulfate (do not rinse out).
- **Shipping/hold time:** Ship immediately, sample analysis must begin within 30 hours of sample collection.
- **Sample locations:** The bacteriological sample must be taken at a location on the sample site plan or a representative location on the distribution system. Do not collect the sample from the well/pumphouse.

Sample collection procedure:

1. Attach the pre-printed label to the bottle if one has been provided. 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. Make sure all label information is correct and complete, matching that on the Chain of Custody form, before sampling.
2. Remove any attachments on the faucet, including aerator, screens, washers, hoses, water purification devices.
OPTIONAL: You may sterilize faucet prior to collecting sample. The sterilization is done after removing any attachments and before turning the faucet on. Flame edge of faucet with a torch or cigarette lighter for at least 15 seconds or wipe edge with an alcohol wipe. IF FLAMING IS ATTEMPTED, DO SO WITH CAUTION. DO NOT FLAME PLASTIC FAUCETS.
3. Turn on faucet and allow water to run in a steady stream for 4 to 5 minutes. If sampling from a single lever faucet, be sure the handle is pushed over to the cold water side.
4. Turn faucet down until a small smooth stream of water is running. DO NOT shut off water.
5. Grasp the bottle around the lower half. Carefully remove the cap and hold the cap in hand. DO NOT touch the underside of the cap or inside the bottle. DO NOT flush out any liquid or powder that may be in the bottle, this is a dechlorinating agent.
6. Quickly place the bottle under the flowing stream. DO NOT allow the bottle to touch the faucet or water to splash up onto the faucet.
7. The sample bottle must be filled to the proper amount. The 120 mL bottle must be filled so the water is just above the fill line. The 150 mL bottle must be filled to a level between the two embossed lines. Too little or too much water will result in sample rejection and will require recollection of sample.



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8. Quickly remove container from flowing stream. Replace the cap carefully and tightly.
9. Turn off the water. Replace any attachments that were removed from the faucet.
10. If your system chlorinates, a chlorine residual must be measured at the same time and location as the bacteriological sample. Community water systems (PWSID starts with the #1) must measure a total chlorine residual. Noncommunity water systems (PWSID starts with the #5) must measure a free chlorine residual. Report on Chain of Custody.

Complete Chain-of-Custody form using indelible ink:

1. Name and phone number of the Collector.
2. Date and time collected (include a.m. or p.m.).
3. Chlorine residual (if required).
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. Ship the sample as soon after collection as possible. Only collect and ship the sample on a Monday, Tuesday, or Wednesday.
2. Place bottle and fully completed Chain-of-Custody in the return mailer provided by the lab.
3. Bring the mailer to a courier that guarantees overnight/express shipment to your designated laboratory or check with your lab about lab-courier or drop-off location options.
4. Non-US Postal Service courier services are generally recommended for sample shipping.

If your designated laboratory is the Minnesota Department of Health Public Health Laboratory, please note the **shipping label provided is for courier service only**. If you use US Postal Service (USPS), you will need to create your own shipping label using the USPS address below.

USPS cannot guarantee overnight delivery. If you use USPS, you risk failing to complete a compliance sample or having to resample due to missing sample acceptance requirements (e.g., hold time, temperature, etc.).

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

US 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

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

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