



## PROCEDURES FOR DRINKING WATER SAMPLE COLLECTION FOR BACTERIAL ANALYSIS

1. Collect samples for microbiological examination in bottles obtained from the Community Development Department Office.
2. If you are collecting from a faucet **REMOVE** any aerators, screens, hoses, swing faucets or other devices attached to the outlet. Best to sample from a non-swivel faucet.
3. Open cold-water tap fully and let the water run for 3 minutes.
4. Reduce water flow to permit filling the bottle without splashing.
5. Remove plastic shrink wrap covering the cap of the bottle and discard, aseptically remove the cap by holding the bottle in one hand and removing the cap with the other; do not set the cap down – do not touch or contaminate the inner surface of cap or neck of bottle.
6. **DO NOT RINSE** the bottle. The bottle contains sodium thiosulfate in order to neutralize any residual chlorine. You may request an MSDS for sodium thiosulfate either at the Community Development Department.
7. Fill the bottle to just **above the 100ml mark**, leaving a 1/2 inch air space to facilitate mixing before analysis. Sample volumes below the 100ml mark are invalid.
8. Immediately replace cap and close securely.
9. Keep sample cool until you deliver it to the Community Development Department, but avoid freezing the sample.
10. Fill out the client portion of the **DRINKING WATER ANALYSIS REPORT** form. Please be sure to include name, address, date and time of collection, sample location, phone number and collector's initials.
11. Please sign off in the **CHAIN OF CUSTODY** section when you drop off your sample at the Community Development Office in City Hall.
12. Holding/travel time between sampling and analysis is not to exceed 30 hours; those samples greater than 30 hours old will not be analyzed. Best to collect sample in the morning and bring in the same day.

Carelessness in collecting and handling of samples may lead to inaccurate results and may necessitate resampling. Bacteria exist on almost all surfaces, if you think you may have contaminated the bottle or cap, please resample in a new bottle.

Please submit your drinking water samples to the Community Development Office – **Monday through Wednesday (8:30am to 5:00pm-closed noon-1pm for lunch)**. The Community Development Department will not accept samples brought in after Wednesday unless prior arrangements have been made with laboratory personnel.



**CITY OF VALDEZ  
WATER DEPARTMENT  
DRINKING WATER LABORATORY**

Samples can only be dropped off at  
City Hall on:  
Monday, Tuesday, and Wednesday  
Closed noon to 1:00 pm for lunch

P.O. BOX 307 VALDEZ, AK 99686 DRINKING WATER ANALYSIS REPORT PHONE (907) 835-4888  
FAX (907) 835-3186

WATER SYSTEM NAME: \_\_\_\_\_ OWNER / OPERATOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ SAMPLE DATE: \_\_\_\_\_

PUBLIC WATER SYSTEM ID# 

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 PRIVATE WATER SYSTEM LEGAL DESCRIPTION:  
LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBD \_\_\_\_\_

**SAMPLE INFORMATION**

LAB NO.	DATE ANALYZED	TIME ANALYZED	LOCATION	TIME COLLECTED	COLLECTED BY

**CHAIN OF CUSTODY**

RELINQUISHED BY: (signature)	RECEIVED BY: (signature)	DATE:	TIME:
RELINQUISHED BY: (signature)	RECEIVED BY: (signature)	DATE:	TIME:
RELINQUISHED BY: (signature)	RECEIVED BY: (signature)	DATE:	TIME:
RELINQUISHED BY: (signature)	RECEIVED BY LAB: (signature)	DATE:	TIME:

**REPORTED RESULTS**

SAMPLE TYPE	SAMPLE METHOD	TOTAL COLIFORM	E-COLI	OTHER BACTERIA	HPC	LAB NUMBER	COMMENTS	LOCATION

TEST COMPLETED	DATE:	TIME:	SUPERVISOR'S INITIALS:
COMMENTS:			SAMPLE TYPES: R=ROUTINE S=SPECIAL C=CHECK/REPEAT
			RESULT CODES: +/P = POSITIVE/PRESENT -/A = NEGATIVE/ABSENT
			OTHER CODES: MF = MEMBRANE FILTER HPC = HETEROTROPHIC PLATE COUNT TNTC = TOO NUMEROUS TO COUNT CFU = COLONY FORMING UNIT

CC: CLERK/ORIGINAL      DEC/ANCHORAGE      OWNER      DS/COV      CDD