



## SAMPLE COLLECTION

### General Instructions

1. Use sterile container with sodium thiosulfate added to neutralize residual chlorine or other halogen.
2. Hold samples at <math><10^{\circ}\text{C}</math>, but not frozen, during collection and transit.
3. Use waterproof pen to label bottle with sample location, description, date and time.

### Potable Water

1. Open tap fully and let water run to waste for 2–3 minutes, or for a time sufficient to permit clearing the service line. (If tap cleanliness is questionable, choose another tap or disinfect the faucet [inside and outside] with a bleach solution prior to sampling; let water run for an additional 2 to 3 minutes after treatment and before sampling.)
2. Reduce flow to permit filling the bottle without splashing.
3. Fill the bottle ( $\geq 120\text{ mL}$ ), leaving ample air space in bottle.

### Non-Potable Water

1. Take samples from a river, stream, lake or reservoir by holding the bottle near its base in the hand and plunging it, neck downward, below the surface.
2. Turn bottle until neck points slightly upward and mouth is directed toward current. If there is no current, create a current by pushing bottle forward horizontally in direction away from hand.
3. Fill the bottle ( $\geq 120\text{ mL}$ ), leaving ample air space in bottle. If collecting samples from more than one reservoir, it is recommended that disposable gloves be worn and changed after each sample.

### Recreational Water

Includes: freshwater swimming pools, spas, and naturally occurring fresh and marine waters. Collect samples during periods of maximum bather load.

1. Remove cap and hold bottle near the base at an angle of  $45^{\circ}$ . Fill in one slow sweep down through the water, with the mouth of the bottle always ahead of hand. Avoid contamination of sample by floating debris.
2. Fill the bottle ( $\geq 120\text{ mL}$ ) and replace cap.



Test Code  
**106**

SAMPLING AND SHIPPING

## Coliforms: E. coli and Total

### CHAIN OF CUSTODY

1. Log on to MySPL portal and click Start Chain of Custody under the Quick Links section.
2. Enter your information, and then click Save and Submit or Save as Draft. *Chains of Custody cannot be edited after submission.*
3. Add confirmation number from the confirmation screen (or email) to the box before shipping.

### STORAGE AND HANDLING

#### Compliance Testing *(Pennsylvania Only, please notify SPL prior to sample collection)*

Drinking water for compliance testing: hold samples at <10° C, but not frozen, once collected and during transit to laboratory.

- Quantitative: deliver samples to laboratory on same day within six hours of collection in cooler with wet ice.
- Presence/Absence: chilled samples can be shipped overnight with holding time until analysis not exceeding 30 hours.

#### Noncompliance Testing

Other water types for noncompliance testing:

1. Keep samples at <10° C, but not frozen, during transport on cold pack and until time of analysis.
2. Ship chilled samples with frozen cold packs overnight for next day delivery to analyze within 24 hours of collection.

### SHIPPING

1. Ship the same day samples are collected for receipt in laboratory. The time from sample collection to analysis ***should not exceed 30 hours.***
2. Place bottles in box with insulated liner with frozen cold packs.
3. Write your confirmation number on your SPL label that shipped with your bottle order. Add the label to top of box (if no label, write the number on your box).
4. Use the included return tape to seal your box for return shipping. Make an “H” with the tape by affixing tape evenly across the flaps and seams along the top of the box.



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5. Ship overnight Monday-Thursday to:  
*(for processing within holding requirements)*

Special Pathogens Laboratory  
1401 Forbes Ave., Suite 401  
Pittsburgh, PA 15219

Questions? Contact SPL at 412-281-5335

### HELPFUL TIPS

1. If possible, pre-chill samples before shipping.
2. Maximize bottle and cold pack contact.
3. Consider shipping in hard plastic or styrofoam containers.