



## SAMPLE COLLECTION: WATER SYSTEMS AND COOLING TOWERS

For all sample collections:

- Label bottles with sample location, description, date and time with waterproof pen.

### Water Distribution System: Quality of Water at Tap

1. Turn on water (hot or cold) and immediately fill bottle.
2. Close bottle and then invert to mix the sodium thiosulfate neutralizer.
3. Keep samples cold (1°–10° C) after collection and prior to shipping. ***Samples must be received in the lab cold (1°–10° C) to be acceptable.***

### Cooling Tower and Non-potable Water

1. Submerge open bottle just under the surface of water to obtain sample. Avoid sediment.
2. Close bottle and invert to mix the sodium thiosulfate neutralizer.
3. Keep samples cold (1°–10° C) after collection and prior to shipping. ***Samples must be received in the lab cold (1°–10° C) to be acceptable.***

## 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.

## HOLDING/SHIPPING: WATER SYSTEMS AND COOLING TOWERS

1. After collection and in transit, keep samples in cooler with frozen cold packs.
2. Ship overnight: Pack chilled samples (1°–10° C) with frozen cold packs in SPL box with insulated liner or cooler. Samples should be delivered to SPL ***cold (1°–10° C) within 30 hours after collection.***
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).



TEST CODE

**103**

SAMPLING AND SHIPPING

## Heterotrophic Plate Count

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.

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.



## SAMPLE COLLECTION: COMPLIANCE TESTING FOR DRINKING WATER

1. Label bottles with sample location, description, date and time with waterproof pen.
2. Check the tap. If cleanliness is questionable, choose another tap or disinfect the faucet (inside and out) with a bleach solution prior to sampling. Run water for an additional 2–3 minutes after treatment and before sampling.
3. Open cold water tap fully and flush line for 2–3 min or for a time sufficient to clear the service line. Reduce flow to fill bottle without splashing.
4. Fill the bottle ( $\geq 120$  mL) leaving ample air space in bottle.
5. Close bottle and then invert to mix the sodium thiosulfate neutralizer.
6. Keep samples cold (1°–10° C).

## CHAIN OF CUSTODY

1. Log on to MySPL portal and click Start Chain of Custody under the Quick Links section.
2. Enter your information (include the **PWSID number** for the water system and the **location ID number** for each sample location), 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.
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.

## HOLDING/DELIVERY: COMPLIANCE TESTING FOR DRINKING WATER

### Same Day Delivery

Maintain samples on wet ice in a cooler and deliver to SPL within six hours. Drop off samples Monday through Friday only. Samples received on Saturday will not be processed.

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