



**Public Health**  
Prevent. Promote. Protect.

**Canton City Public Health**  
Laboratory

## DRINKING WATER SAMPLE COLLECTION AND DROP OFF INSTRUCTIONS

The procedure below must be followed for valid results.

### 1. **Select the sampling tap.**

A tap such as a faucet, petcock, or small valve, is preferable. Do not sample from hoses or drinking water fountains. Avoid taps with a leak at the stem or taps with a swivel joint. Aerators and screens on nozzles may harbor bacteria and should be removed. Place all carbon filters, sediment filters and water softeners on bypass.

### 2. **Sanitize the nozzle with a chlorine solution.**

Flush the sample tap for one minute. Close the valve.

Apply a 10% bleach solution in a spray bottle or "baggie" to sterilize the inside and outside of the tap.

Allow the bleach solution to remain on the tap for 2 minutes.

### 3. **Flush the piping between the tap and well.**

The sample is intended to be typical of the water in the well.

The tap must be opened fully and the water run for 3 to 5 minutes.

Fresh cold water from the well must flow from the tap.

### 4. **Slow the flow from the tap.** This will allow the sample bottle to be filled without splashing or overflowing.

### 5. **Remove the cap from the sample bottle.**

Remove sterility seal (clear plastic) and carefully remove the cap.

Take care not to touch the mouth of the bottle or the inside of the cap. This may contaminate the sample.

The bottle must be open only during the collection of the sample.

### 6. **Fill the sample bottle.**

**DO NOT RINSE OUT THE BOTTLE BEFORE COLLECTING THE SAMPLE.**

The bottle contains a small amount of white powder (sodium thiosulphate).

Do not overflow. Fill above the 100ml line but not into the upper neck of the bottle.

NOTE: 100ml of water is required for testing.

### 7. **Immediately tightly recap the bottle.**

### 8. **Fill out the Bacterial Sample Submission Report form (SSR).** A report form must be supplied with each sample bottle. The indicated parts of the form must be clear using a pen, printer or typewriter. Please add how you want to receive results in the comments section, ie by email with email address, by phone, fax, etc..

### 9. **Transport the sample to the laboratory.** The sample must be brought to the lab within 24 hours of collection. The sample should be stored refrigerated.

Same day testing is completed for samples dropped off between 8 and 3:30 pm M-Th, drop offs after 3:30 M-W may be held for the next day.

### 10. **Results/Billing.** Results will be provided by the close of the next business day and invoices will be sent out approximately the 10<sup>th</sup> of the following month.

Lab Contact Christina R Henning, Laboratory Director, [chenning@cantonhealth.org](mailto:chenning@cantonhealth.org).

These instructions are valid as of 05/29/2020.