



Potable (Drinking) Water Sampling Procedure

1. Please collect your sample Monday–Thursday. Deliver sample and completed chain of custody form the same day sample is collected. Sample must be delivered to the lab by **4:00pm Monday – Thursday**. If any sampling questions arise call us at **563-289-3373**. Private homeowner water samples must be analyzed within 48 hours of collection. State mandated sampling must be analyzed within 30 hours of collection. **Samples brought in outside of normal drop off times, can be arranged by calling the lab 563-289-3373 or Lab Director 563-340-3335**. The cost of analysis plus an additional charge of **\$30.00** will be added to the final billing to cover outside of regular hours reporting of results.
2. Use sterile sample bottle supplied by the lab. Label with your name and/or city, address of sample. For State mandated sampling, label bottle with Public Water Supply ID (PWS ID) number. Complete chain of custody with billing information, sample information and/or identification and testing needed.
3. Select a clean, indoor faucet where the aerator can be removed. Avoid leaking taps, outside hydrants or spigots, water lines with treatment units (i.e. water softeners), swing-type faucets and water fountains.
4. Remove aeration device, screen, rubber washer and/or hose attachment from faucet. If unable to remove these items, select another tap.
5. Dip the end of tap into a cup of household chlorine bleach.
6. Open **cold** water tap to obtain a smooth flowing stream at moderate pressure without splashing. If water flow is not steady, select another tap.
7. Allow water to run to drain for at least 2-3 minutes. Longer if the home has been empty for a period of time longer than a month. This is to allow the service line to run clear. The time to sufficiently do this process is dependent on how long the water has been held in the line.
8. Reduce the water flow slightly, to a pencil width, to fill the bottle without splashing. **Do not** adjust flow while filling the bottle.
9. Fill bottle to fill line. Caution: sample bottle is sterile and contains a small tablet or powder – avoid placing fingers inside bottle or on inside of cap. Do not place cap down. Do not rinse out bottle. **If tablet is washed out of bottle, do not replace tablet into bottle**. If any sampling problems arise call us at **563-289-3373** to get a new sample bottle.
10. Remove bottle from stream and immediately place cap on the bottle. Tighten cap to avoid leakage in transit. Do not over tighten as the bottle or cap may split.