



Bacteria Test Collection Procedure

Please Note: Samples should arrive at the laboratory within 24 hours of collection!!

1. Collect samples and bring them directly to the laboratory. If the samples cannot be delivered to the laboratory on date of collection, special arrangements must be made with the laboratory.
2. Remove any faucet attachments such as screens or splash guards. Do not add any foreign object to the sample tap.
3. Disinfect the faucet the sample is to be taken from. This should be done with either chlorine on a non-lint swab, or with a propane torch. If a torch is not available, a lighter can be used. The goal is to sterilize the fixture, not burn it. Keep the flame a few inches from the fixture.
4. Run cold water for 3 to 5 minutes.
5. Remove sample bottle cap. Bottle is sterilized so take care not to handle the inside portion of the cap and bottle. It is best to wear latex gloves during the collection process. **(MAKE SURE ALL SAMPLES ARE COLLECTED IN A LAB PROVIDED SEALED AND STERILIZED CONTAINER WITH A PRESERVATIVE)**
6. Fill the bottle up to the middle of the threaded area on the neck. (Note: This is well above the 100 mL line - the additional volume is required for residual chlorine testing.)
7. Immediately replace cap and protective cover. While collecting your sample, never place the sample bottle cap down on any surface. Always keep the cap with the inside facing downward. This will help decrease the risk of bacterial contamination of the sample.
8. Write sample identification on bottle label with the time of collection.
9. Complete all information on **Data/COC Sheet**.
10. Samples must be received on ice and chilled (not frozen) at the laboratory. Samples should be received within 24 hours of collection to allow processing within the method hold time (30 hours of collection).