



ACCESS  
ANALYTICAL, INC.

## Instructions for collecting a drinking water sample for total coliform bacteria:

### **NOTE: Before you begin, be aware of the following important information:**

- I. Samples are received between 8:30am and 5:00pm Monday - Friday (except holidays). Samples received on Fridays or the day before a holiday will be charged a \$50.00 additional premium as results must be read over the weekend or holiday.
- II. The lab must have 100mls of sample to run this analysis. You must fill the sterile container provided to the 100ml mark on the bottle, this is the line around the top portion of the bottle. It is better to slightly overfill the bottle than not collect enough. The sample cannot be processed if there is less than 100mls of sample in the container.

### Sampling Instructions:

1. Obtain the proper sampling container from Access Analytical. These containers have been sterilized and have a de-chlorinating chemical added (either a white powder or small white pill inside of the bottle).
2. Chose an appropriate sample point. If possible, avoid: faucets with screens and/or aerators, faucets used in food preparation areas that may have food particles on them or any faucet that isn't routinely used. Do Use: sinks with screen or aerator removed, outside faucets without vacuum-breakers.
3. Sanitize sample point with rubbing alcohol or bleach. This is best done by spraying disinfectant in and around the outside of faucet and/or rubbing it down with a bleach or alcohol saturated swab before collecting sample.
4. Open the faucet to a moderate flow and allow to flow for at least five minutes.
5. Carefully remove sample bottle sanitary seal and remove the bottle cap. Place the bottle cap upside down (threads up) on a clean adjacent surface. Take care to avoid contact with any of the bottles inner surfaces as this could contaminate the sample. Fill sample bottle to the 100ml mark which is the line inscribed into the bottle and marked as such. Carefully replace the bottle cap.
6. Fill out the label on the bottle completely with a permanent marker making sure to note sample location and date/time of collection. This information needs to be on the bottle as well as the associated Chain of Custody document.
7. The sample must be returned to Access Analytical within 24 hours of collection or the sample may go out of holding time and the results will not be valid.

- If you have any questions about sample collection please contact Access Analytical, Inc. at 803-781-4243.

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