

1. The sampler will receive a sample kit from our lab.
2. **WHEN SAMPLING, BRING ICE IN SEALED BAGS TO CHILL SAMPLES DURING SAMPLE COLLECTION.**
3. Put on nitrile gloves. If sampling from faucet, remove the aerator and screen.
4. Flame the mouth of the water outlet, or clean it thoroughly with a disinfectant (such as alcohol), to minimize superficial contamination.
5. Open the tap and let the water of the sample source run at fast flow for approximately 5 minutes.
6. The sample kit will include 500 mL baked, glass bottles with glass stoppers.

IF USING BOTTLES NOT PROVIDED BY EEA: Use 500 mL glass bottles and glass stoppers. After normal washing, rinse bottles with distilled water. Wrap in aluminum foil and bake at 180°C or higher for four hours.

7. Use indelible ink (i.e. Sharpie pens) to clearly identify the sample bottles with the information listed below (if not already on the label).
 - Client Name - Analysis required - Preservative used
 - Sample ID - **Date and Time of collection**
8. Slow water flow to thickness of a pencil (to minimize splashing) and fill bottle.
9. Fill sample bottles, leaving 1/2 inch of headspace. Make sure the mouth of the bottle does not come in contact with anything other than the sample water. **CAUTION:** If the sample container is touched by anything other than sample water, discard it and use a new bottle to avoid risk of contamination.
10. Cap and invert the bottles at least 5 times to mix the sample.
11. Store at ≤6°C but above the freezing point of water until transported to the lab.

SAMPLE SHIPPING AND STORAGE

1. If shipping samples on the same day of sampling, chill samples until ≤6°C by exchanging the wet ice used during sampling with **FRESH** wet ice.
2. **Pack chilled samples** in a cooler and add enough **FRESH** wet ice to take up 30-50% of the cooler (e.g. most of the remaining space) as recommended in our "**Wet Ice Packing Instructions.**"
3. Complete the Chain of Custody during sample collection. Place Kit Order and completed Chain of Custody in a Ziploc style bag in the cooler on top of packing material. The following information is required on the completed Chain of Custody.
 - Collector's name - Sample site -Comments about the sample (if applicable)
 - Client Name -Date and time of collection -Sample type
4. **Ship via overnight service such as FEDEX, UPS, or DHL, etc.** Maintain an environment at ≤6°C but above the freezing point of water during transit. It is recommended that samples arrive within 48 hours of sampling, with no more than

40 hours for transit.

5. If samples are received on the same day as collection, temperature may be $>10^{\circ}\text{C}$ with evidence of cooling.
6. Maximum **HOLDING TIME FOR SAMPLES** is **3 days** from time of collection.
7. Alternatively, cool the samples down by placing them **overnight** in a cooler with wet ice, or in a refrigerator (store chilled for at least 12 hours before packing for shipment). Maintain the cold samples until repacked in the cooler for shipment to the lab.

ADDITIONAL NOTES

- Try to collect only on a Monday, Tuesday or Wednesday and ship no later than Thursday of each week, and try to **NOT** collect samples **on Friday**, Saturday, or Sunday unless special arrangements have been made for the receipt of samples at the laboratory within 48-hours of collection.
- If shipping to the laboratory with **frozen gel packs** rather than wet ice, please be sure that the gel packs have **been frozen for at least 48 hours** prior to the shipment time.