

INSTRUCTIONS FOR COLIFORM/BACTERIA SAMPLING

Please read the following instructions carefully before sampling.
Samples may be rejected if all instructions are not followed.
Sample must be collected in 120ml sterile bottle provided by lab.

DO NOT collect samples from faucets containing aeration devices or screens, swivel faucets, faucets that both hot and cold water come through, leaky or spraying faucets, drinking fountains, janitorial sinks, frost free hose bibs, threaded taps, and faucets close to ground level. (If necessary, remove the device or screen and continue with step two).

For real estate transactions, the sample must be collected from the source, prior to any form of treatment, or after injection points where the treatment has been disabled or bypassed. If the well has been shock chlorinated, follow up samples should not be taken until at least five days have elapsed.

1. Remove any attachments from the faucet, including aerators, screens, washers, hoses, and water filters.
2. Put on gloves
3. Use a disinfectant solution, such as isopropyl alcohol, to disinfect the faucet from which the sample will be acquired.
4. Note the initial time and allow the water to run freely for five minutes, or until it reaches constant temperature.
5. Before collecting the sample, turn the water down to a thin stream (about the width of a pencil), then let the water run one minute
6. If the system is chlorinated, measure the residual chlorine, and document the level on the COC.
7. There will be liquid or powder in the sample bottle. **DO NOT** rinse it out. This is used to neutralize chlorine.
8. Remove the sterile seal from the bottle.
9. To avoid contamination while taking the sample, hold the bottle near the bottom with one hand, hold the top of the cap with the other, and then unscrew the cap.
 - **DO NOT** touch the inside of the bottle and or its cap.
 - **DO NOT** set the cap down.
 - **DO NOT** let anything touch the bottle or cap.
10. Hold the sample bottle under the stream of water, about one inch below the bottom edge of the waterspout. Be careful not to let the bottle touch the sample tap.
11. Fill the container between the 100ml and the 120ml fill line, leaving a one-inch air space between the surface of the water and the cap. **If the bottle is under or overfilled, the sample must be rejected.**
12. Immediately replace the cap and screw it down tightly.
13. Shut off the cold-water faucet and replace any attachments.
14. Remove gloves.

After sampling is complete

1. Fill out the sample bottle's label and place in a cooler with ice pack for delivery to laboratory.
 - a. Deliver the laboratory as soon as possible within 24 hours of collection.
 - b. The sample(s) must be delivered on ice.
 - c. The sample(s) must be received at $\leq 10^{\circ}\text{C}$, if delivered to the lab the following day.
 - d. The sample(s) must be rejected by the laboratory if:
 - a. **the sample has leaked,**
 - b. **was over or under filled,**
 - c. **and/or is over 30 hours old.**
2. Fill out the COC completely and correctly and return the COC with your samples to the laboratory.

If you have any questions regarding the sampling procedure, please contact Customer Service at (503) 254-1794

The instructions noted on this form are for general guidance purposes only. Columbia Laboratories Inc. strongly recommends anyone taking samples, of any kind, research the applicable local and federal standards. Samples submitted to CL with testing requirements constitute an agreement for services in accordance with the current [terms and conditions](#) on our website. New accounts are accepted with full payment in advance by cash, check, Visa, or MasterCard.