

## BACTERIAL WATER SAMPLE INSTRUCTIONS

(Please Print)

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Address of Water Source \_\_\_\_\_  
(if different from mailing address)

Name of Person Collecting Sample \_\_\_\_\_

### TYPE OF WATER SOURCE

\_\_\_\_\_ Well \_\_\_\_\_ Spring \_\_\_\_\_ Cistern \_\_\_\_\_ Public/Municipal Supply (County/City)

Type of tap where sample was drawn: \_\_\_\_\_  
(i.e., kitchen sink, outside faucet, pressure tank)

Date Sample was drawn: \_\_\_\_\_ Exact time sample taken: \_\_\_\_\_

### INSTRUCTIONS FOR TAKING BACTERIAL WATER SAMPLE

1. You have been given a bacteriological water sample bottle which has been sterilized and chemically treated with sodium thiosulfate (to inhibit the action of any chlorine). **IT IS VERY IMPORTANT THAT YOU DO NOT OPEN THE SHIPPING CONTAINER UNTIL YOU ARE READY TO DRAW THE SAMPLE!**
2. **DRAW THE SAMPLE ON MONDAY, TUESDAY or WEDNESDAY AFTERNOONS.** All samples must promptly be returned to the Gallia County Health Department by 3:30 P.M. on the day the sample is drawn. There is a 30 hour time limit on the sample, from the time it is drawn to the time it is received by the lab.
3. Select the point from which you want the sample taken. It is generally desirable to select a sampling point as close as possible to the water supply source.
4. Remove any faucet screen, aerators, hoses, or filters that may be directly attached to faucet. The faucet should be clean of any dirt or debris.
5. Open the cold water tap to run full flow and allow the water to run for 3 to 5 minutes. At this time, please wash your hands with soap and water.
6. Open the shipping container and remove the sample bottle, but do not open the bottle until step 9.
7. Once the water has run for 3 to 5 minutes, turn off the water and allow the faucet to stop dripping. Next, take a match or lighter and flame the mouth of the faucet for 10 to 15 seconds to kill any bacteria remaining on or in the mouth of the faucet. Be careful not to melt the threads if it is a plastic faucet. **FROM THIS MOMENT ON – DO NOT TOUCH THE MOUTH OF THE FAUCET!**

8. Once the mouth of the faucet has been flamed turned on the cold water tap. Allow the faucet to run full flow for a few seconds then reduce the flow down to where the stream is the size of a pencil.
9. With the finger tips of one hand, open and remove the lid of the sample bottle. While holding the lid, move the bottle under the stream and fill the bottle to the bottom of the neck, then immediately recap the bottle being careful not to touch the inside of the cap or mouth of the bottle. Tighten cap to a snug fit. Turn bottle on its side to ensure it does not leak.
10. Immediately return the bottle to the packaging container and record the exact time that the sample was drawn.
11. If you are unable to return the sample to the Health Department within 1 hour, refrigerate the sample until you are able to deliver it. REMEMBER: Samples will only be accepted on MONDAY AND TUESDAYS the same day the sample is drawn and must be received by Health Department personnel no later than 3:30 P.M.

#### RESTRICTIONS TO THIS WATER SAMPLE

1. For a non-certified bacteriological screening a \$12.00 fee is to be paid upon delivery of the water sample to the Health Department.
2. For a certified bacteriological testing a \$22.00 fee is to be paid upon delivery of the water sample to the Health Department. For an additional \$20.00 a sanitarian will collect the sample. Certified water samples are accepted only on the second Thursday of each month after 12 noon.
3. The Gallia County Health Department does not accept responsibility for any results of this water sample. Any samples lost, broken, or delayed in shipment by either the Gallia County Health Department, U.S. Postal Service, or the Ohio Department of Health lab will not result in a refund but rather another sample bottle for your re-sample free of charge.
4. Neither this sample nor its results are admissible in any legal proceedings, nor complaint hearings, tenant/landlord disputes or requirements set forth in any licensing requirements. Water samples for purposes such as these must be administered by a registered Sanitarian licensed in the State of Ohio.
5. The Gallia County Health Department will not provide any detailed analysis of the sample results. A copy of the laboratory report will be provided within 7 working days of receipt of the sample with a general statement indicating whether the sample was found safe or unsafe.

I have read and understood the above restrictions on the water sample submitted to the Gallia County Health Department.

Signature of person submitting sample: \_\_\_\_\_

Date and time Received: \_\_\_\_\_

Health Department Employee Initials: \_\_\_\_\_