

Instructions for Collecting & Submitting Private Drinking Water Samples



Important notes: The laboratory must receive water samples within **30 hours** of collection time, delivered between **8:00am and 4:00pm Monday through Fridays** (except on legal holidays).
Do not collect samples if delivery to the laboratory during specified times is not possible.

Collecting Samples

Tips for avoiding contamination: Do not rinse bottles before collecting samples and do not collect from ponds, toilets, fire hydrants, leaky or dirty faucets, swivel type faucets, yard hydrants with weep drains, and any other non-drinking water sources.

Step 1: Select a frequently used faucet.

- To avoid dust pollution and to make faucet sterilization easier, select an indoor sampling point.

Step 2: Flame mouth of faucet to destroy contaminants at sampling point.

- ***Use caution:** plastic faucets will melt if flamed too long. Flames made with a wad of cotton saturated with alcohol and attached to a piece of wire will not damage plated fixtures or leave soot. Alcohol flames, if used carefully, can be used with plastic plumbing fixtures. A butane or propane torch is ideal for metal fixtures.

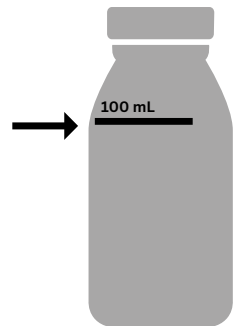
Step 3: After flaming, allow water to flow for at least 2 minutes to flush out the service connection lines and to obtain fresh water from the supply.

Step 4: Remove bottle from the container, then remove the cap.

- Do not rinse bottle, touch mouth of bottle or underside of cap, or lay the cap down.

Step 5: Fill bottle with water sample.

- Do not remove the white tablet or powder inside the bottle.
- Hold bottle at a slight angle under faucet and fill to the 100 mL line on bottle.
 - Water level must touch fill line. Do not over or under fill.
 - Do not allow water to splash against rim of bottle or nearby objects and avoid bottle touching faucet or other objects to prevent contamination.
- Replace bottle cap



Step 6: Complete the Sample Collection Form, enclose the \$17.00 fee, and follow the shipping procedures below.

Shipping Procedures

- Wrap the sample form and check or money order around the sample bottle (included in the ADH Water Collection Kit) with writing turned away from the bottle. This helps prevent ink smears due to possible leakage.
- Place the bottle, sample form, and check or money order in the shipping container.
- Within 30 hours of collection, return the sample to your Local County Health unit before the ADH courier picks up for the day. Or, hand deliver the sample to the Public Health Laboratory at: **201 South Monroe Street, Little Rock, AR 72205.**
(Shipping by U.S. Postal Service is not recommended unless shipped by overnight delivery).

NOTE: The water sample will not be tested unless a \$17.00 check or money order made payable to the Arkansas Department of Health is enclosed.

Completing Sample Collection Form

***To prevent blurring, complete the Collection Form with a ballpoint pen.**

- **Section 1 (required for all sample types):** Write the month, day, year, and hour that the sample was collected. Check a.m. or p.m. ✓
- **Section 3:** Complete the definite location of sample information, including the street address, city, and county. Enter the name of person collecting the sample, and enter the complete mailing address of the person needing the test result.
- **Section 4:** Check the "Private" box. ✓
- **Section 5:** Indicate the "Source" of water supply or sample by checking the appropriate block. ✓
- **Once complete,** place the top copy of the Collection Form in the shipping container with the sample. Keep the bottom copy for your records.

ARKANSAS DEPARTMENT OF HEALTH Public Health Laboratory, 201 South Monroe Street Little Rock, AR 72205-5425				WATER ANALYSIS-BACTERIOLOGICAL	
Sample Shipped Via <i>(Laboratory Use Only)</i>		Affix Label Here <i>(Laboratory Use Only)</i>		Last 4 Digits of QR Code on Bottle (OPTIONAL)	
SECTION 1 – Date and Time Sample Collected (Required)				SECTION 4 – Sample Type <input type="checkbox"/> Public Community <input type="checkbox"/> Public Non-Community <input type="checkbox"/> Semi-Public <input type="checkbox"/> Private - \$17 Fee REQUIRED <input type="checkbox"/> Private - EXEMPT	
MONTH	DAY	YEAR	HOUR		
SECTION 2 – Public, Non-Community and Semi-Public System Use Only					
Water System Name		Water System ID Number (Required)		Site Code	
Definite Location of Sample		City	County	Collected By:	
SECTION 3 – Private Submitters, ADH, Local Health Units Only					
Definite Location of Sample			Collected By:		
City	County	Note: \$17.00 Fee Per Sample <input type="checkbox"/> Credit on File, No Fee Included			
Send Report To:					
Name _____					
Address _____					
City/State/Zip _____					
SECTION 5 – Source <input type="checkbox"/> Well <input type="checkbox"/> Surface <input type="checkbox"/> Spring <input type="checkbox"/> Cistern SECTION 6 – Purpose <input type="checkbox"/> Boil Order <input type="checkbox"/> Special/Investigation <input type="checkbox"/> New Construction <input type="checkbox"/> Regular Distribution Sample <input type="checkbox"/> Raw Water <input type="checkbox"/> Raw Water with Count Resample Type: <input type="checkbox"/> Repeat (Original Lab # <input type="checkbox"/> Replacement Required) <input type="checkbox"/> Triggered Raw					
<div style="border: 1px dashed black; padding: 5px; display: inline-block; color: red; font-weight: bold;">Original Lab #</div>					