SAMPLE COLLECTION: WATER SYSTEMS AND COOLING TOWERS

For all sample collections:
• Complete Chain of Custody Test Request form.
• Label bottles with sample location, description, date and time with waterproof pen.

Water Distribution System: Quality of Water at Tap
1. Turn on water (hot or cold) and immediately fill bottle to ≥120 mL.
2. Close bottle and then invert to mix the sodium thiosulfate neutralizer.
3. Keep samples cold (1°–10° C) after collection and prior to shipping. **Samples must be received in the lab cold (1°–10° C) to be acceptable.**

Cooling Tower and Non-potable Water
1. Submerge open bottle just under the surface of water to obtain ≥120 mL of sample. Avoid sediment.
2. Close bottle and invert to mix the sodium thiosulfate neutralizer.
3. Keep samples cold (1°–10° C) after collection and prior to shipping. **Samples must be received in the lab cold (1°–10° C) to be acceptable.**
HOLDING/SHIPPING: WATER SYSTEMS AND COOLING TOWERS

1. After collection and in transit, keep samples in cooler with frozen cold packs.

2. Ship overnight: Pack chilled samples (1°–10° C) with frozen cold packs in SPL box with insulated liner or cooler. Samples should be delivered to SPL cold (1°–10° C) within 30 hours after collection.

3. Place SPL Chain of Custody Test Request form in plastic document holder and pack in box.

4. Ship to Monday–Thursday only to: Special Pathogens Laboratory
   1401 Forbes Ave., Suite 401
   Pittsburgh, PA 15219
   (Samples received on Saturday will not be processed.)
   Questions? Contact SPL at 412-281-5335

HELPFUL TIPS

1. If possible, pre-chill samples before shipping.

2. Maximize bottle and cold pack contact.

3. Consider shipping in hard plastic or styrofoam containers.
SAMPLE COLLECTION: COMPLIANCE TESTING FOR DRINKING WATER

1. Complete SPL’s Chain of Custody Test Request form. Include the **PWSID number** for the water system and the **location ID number** for each sample location.

2. Label bottles with sample location, description, date and time with waterproof pen.

3. Check the tap. If cleanliness is questionable, choose another tap or disinfect the faucet (inside and out) with a bleach solution prior to sampling. Run water for an additional 2–3 minutes after treatment and before sampling.

4. Open cold water tap fully and flush line for 2–3 min or for a time sufficient to clear the service line. Reduce flow to fill bottle without splashing.

5. Fill the bottle (**≥ 120 mL**) leaving ample air space in bottle.

6. Close bottle and then invert to mix the sodium thiosulfate neutralizer.

7. Keep samples cold (1°–10° C).

HOLDING/DELIVERY: COMPLIANCE TESTING FOR DRINKING WATER

**Same Day Delivery**

Maintain samples on wet ice in a cooler and deliver to SPL with completed Chain of Custody Test Request form **within six hours**. Drop off samples Monday through Friday only. Samples received on Saturday will not be processed.

Special Pathogens Laboratory
1401 Forbes Ave., Suite 401
Pittsburgh, PA 15219

Questions? Contact SPL at 412-281-5335