

Water Sampling Instructions

1. Write the Name, Sample Date, and Time on the bottle labels in permanent marker or pen before collecting sample.

**If you have recently disinfected your well, ensure that all chlorine has been removed before sampling.
Samples with residual chlorine will not be analyzed for bacteria.**

2. Use a cold-water faucet only. Select an outside faucet or other metal faucet with non-swivel base ahead of any water treatment equipment. Open the faucet and let the water run for (10) ten minutes to flush the water line. Flush longer if the water has not been used regularly. Close the faucet and remove any hoses, screw on aerators, screens, or washers that might be present.
3. Disinfect the tap by wiping around the spigot with the alcohol wipe included in the sampling kit.
4. Remove the plastic wrapper on the lid of the bacteria bottle. Being **careful** not to touch the inside of the cap or the bottle, fill the larger bottle (bacteria) to a level between the 100 ml and 120 ml line and screw the cap on tightly.



5. Similarly fill the smaller chemistry bottle to the shoulder and screw the cap on tightly.
6. If you were mailed or picked up a kit at Olmsted Public Health place both bottles in the Ziploc bag and return samples in original envelope with completed Water Test Request Form to:

Southeastern Minnesota Water Analysis Laboratory
Olmsted County Public Health Department
2100 Campus Drive Southeast
Rochester, MN 55904
(507) 328-7495 waterlab@co.olmsted.mn.us

7. If the kit was picked up at an external location, you will need to return the kit to the Southeastern Minnesota Water Analysis Laboratory at the above address. All kits must be received within 28 hours of collection. We recommend driving the sample in to Olmsted County Public Health, address listed above. Samples being analyzed for nitrate and nitrite should be transported on ice. If you choose to send the sample via UPS or USPS; place the bottles, ice packet and the completed form in separate sealed Ziploc bags. If the sample arrives above 6°C (42.8°F) and not on ice, you agree to have the lab analyze your sample anyway. Place bottles in the Styrofoam box and place the box in the mailing sleeve. You are responsible for ensuring that the sample arrives within the allotted time. SEMWAL will not provide a free replacement kit for samples that arrive more than 28 hours after sampling.

Samples must be received at the lab within 28 hours of collection to meet testing requirements.