

It is very important to read all the instructions before collecting your water in bottles and submitting them to the laboratory. These instructions are for households and water operators

Your kit comes with:

- Three (3) 40 mL capacity glass vials with sodium thiosulfate powder inside
- One (1) 40 mL glass vial filled with water and labelled with orange tape. Please do NOT open. This container must be returned with samples.
- Three (3) ice packs, unfrozen
- Cooler for returning samples



Prepare

- Put the ice sheets in the freezer ahead of time. It may take 2-3 days for them to freeze completely.
- Do not rinse the bottles or vials. Do not touch the inside of the caps or mouths of the bottles or vials.
- Make sure the lab is accepting samples the day you want to drop them off BEFORE taking your samples.
- We recommend that you wear protective gloves while collecting your samples.
- Wash and sanitize your hands before taking your samples.

Collect Samples (3 glass vials with powder inside)

- For [water operators](#), the sample must be taken at the point of entry to the distribution.
 - If the system is served by surface water, the sample must be taken after any application of treatment.
 - If the system is served by ground water the sample must be taken at a location representative of each source, after any application of treatment.
- For [homeowners](#), use the faucet closest to your household's main water line.



- Remove any faucet or spigot strainers. Let cold water run for 3-5 minutes at full flow before taking sample. Reduce the flow to about the width of your little finger.
- Carefully remove cap and slowly fill the vial while holding the vial at an angle. Do not over-fill or rinse bottle since the preservative will be lost. Do not allow inside of cap or bottle to be touched by any object.

EDB/DBCP KIT OH – How to Collect Water Samples (continued)

- Add water until it can be seen above the rim of the bottle. This will eliminate an air pocket. Gently tap bottle to dislodge any air bubbles. If air bubbles are present the sample can not be tested.
- Screw cap on securely and make sure the shinier Teflon side of the septum is on the inside and touching the water. If the septum is not on correctly the sample cannot be tested.
- Place the cap on securely. Check for air bubbles by turning vial over and tap the cap; double-check by looking through the bottom. If there are air bubbles, re-open the vial and add a few more drops of water. Do not empty the vial and do not over-fill bottle since the preservative will be lost.

Return Your Samples to the Laboratory

- Complete the Water Sample Collection Information form including date and time of collection and return it with sample containers to the Laboratory. Ensure the sample bottles are labelled with your name and sample location.
- Put the tightly closed vials in the cooler with the completed forms. We suggest putting the forms inside a sealed plastic bag to prevent damage.
- Keep all samples together, package samples in cooler/mailler provided to prevent breakage. Arrange frozen ice packs around the foam block.
- Do not mail your sample on a Friday or the day before a state holiday.
- Read **Sample Return Instructions** for ways to get your sample back to the lab. Visit [HealthVermont.gov/drinking-water-sample-drop-information](https://www.healthvermont.gov/drinking-water-sample-drop-information) for online sample drop off information.



Frequently Asked Questions

When can I expect my test results?

You should receive your results within three weeks. To avoid mail delays and get your results by email, write your email address on the **Water Sample Collection Information Form**.

How can I make sure I send a sample that is acceptable for testing?

Sometimes we receive samples that need to be “qualified,” which means the sample did not meet all the testing requirements. **Here are a few things you can do to submit an acceptable drinking water sample:**

- Be sure the sample gets to the laboratory as soon as possible.
- Ensure samples do not have any air bubbles.
- Ensure that your sample is properly preserved; do not rinse out or overfill vials.
- Use freezer packs and the cooler to keep the temperature of your water sample less than 42 degrees F (6° Celsius) – cold, but not freezing – until it reaches the laboratory.
- If you have a question about these instructions, call us at 800-660-9997 or 802-338-4724.