

Please read all instructions prior to collecting the sample. If these instructions are not followed closely, it may result in the analysis being delayed, or the sample being rejected. These instructions are for households and water operators.

Your kit comes with:

- Three (3) 1 liter amber glass bottles with sodium sulfite
- One (1) 1 liter amber glass bottle containing water
- Three (3) small vials of 1:1 hydrochloric (HCl) acid.
Caution, handle carefully.
- Three (3) 40 mL glass vials with sodium thiosulfate
- Ice sheets, unfrozen (several large and one small)
- Padded envelope
- 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 touch the inside of the caps or mouths of the bottles or vials.
- Do not rinse the bottles or vials.
- Plan to collect your samples the morning you will send your sample in for testing. Make sure samples are accepted the day you want to drop them off BEFORE you take your samples.
- We recommend that you wear safety glasses and protective gloves while collecting your samples.
- Wash and sanitize your hands before taking your samples.

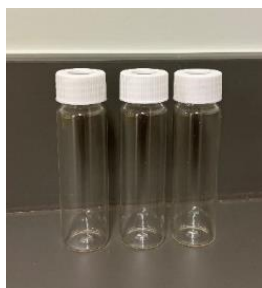
Where to Take Your Sample

- 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.

Synthetic Organic Chemicals – How to Collect Water Samples (continued)

Collect EPA 525.2 samples (three large amber glass bottles, 1 L)

- 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 fingertip.
- Fill each 1 liter bottle to the beginning of the bottle's shoulder without overflowing. Tighten the screw cap firmly to prevent leakage and turn the bottle over six (6) times to mix the sample with the sodium sulfite.
- Carefully add contents of 1 vial of 1:1 HCl acid to each 1 liter sample bottle filled. Tighten the screw cap firmly to prevent leakage and flip the bottle over six (6) times to mix the sample with the acid. Rinse out acid vials with tap water and dispose in the trash.
- The large amber glass bottle that came with your kit that is already filled with water must be returned **unopened**. This allows us to test for contamination during transportation.



Collect EPA 505 samples (three glass vials, 40 mL)

- For each vial, carefully remove the cap and slowly fill the vial while holding it at an angle.
- Do not over-fill or rinse the bottle because the preservative will be lost. Do not allow the inside of the cap or bottle to be touched by any object or your hands.
- Place the cap on securely.

Return Your Samples to the Laboratory

- Complete all **Water Sample Collection Information Forms**, including the date and time you took the samples and the chlorine residual result.
- Label the sample bottle with your name, sample location, and phone number so it can be matched with its correct form (for example: John Smith, kitchen sink, 802-XXX-XXXX.)
- Put the tightly closed bottles and vials in the cooler with the completed forms. We suggest putting the forms inside a sealed plastic bag to prevent damage.
- Place the large frozen ice sheets around and between each bottle as uniformly as possible to both keep them chilled and protect them in transit.
- Place the three vials that you used to collect your EPA 505 samples in the padded envelope, along with the small ice sheet. Tuck this padded envelope into the cooler as well.
- Read **Sample Return Instructions** carefully and return your samples promptly.



Frequently Asked Questions

When can I expect my test results?

You should receive your results within three weeks. To avoid mail delays, sign up for emailed results. Email the Laboratory at AHS.VDHLabCustomerService@vermont.gov with your preferred email address.

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 that your sample is properly preserved:
 - Do not rinse out or overfill sample containers.
 - Do not forget to add preservatives when directed to do so in these instructions.
- 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.