

Collection Procedure for Drinking Water from Private Water Supply and Non-Municipal Public Drinking Water System

TESTS: Routine Analysis and/or Trace Metals Analysis

SUPPLIES:

- One high density polyethylene (HDPE) bottle, 500 mL
- One tri-wall plain ziplock bag
- Appropriate ACFT Requisition Form (“Private Water Supplies Chemical Analysis of Drinking Water for Human Consumption” or “Non-Municipal Public Drinking Water System for Human Consumption”)

WATER COLLECTION:

- Only one sample bottle will be required for both tests, routine and/or trace metals, provided that the water sample bottle is filled as per sampling instructions below.
- Use **only** the special bottle provided by ACFT.
- Care should be taken to avoid touching the inside of the cap or bottle.
- If collection is from a regularly used faucet, allow water to flow for five minutes before taking sample.
- If the sample is collected from a faucet that is not regularly used due to limited faucet options (e.g., pressure tank outlet, outside tap, well hydrant) ensure the water is flushed at maximum velocity for at least 5 minutes or until the water meets the water clarity normally experienced at regularly used faucets.
- Fill the bottle up to the neck leaving only 1 cm air space and cap **tightly**.

REQUISITION FORM COMPLETION:

- Attach one ID No. label from the ACFT requisition form to the sample bottle and the other ID No. label to the lid.
- Complete the ACFT requisition form. **All mandatory information must be provided before water sample can be processed.**
- Ensure the name of the contact person at the Public Health Office is indicated on the form.
- Keep a copy of the ACFT requisition form.
- Place sample in the plastic bag and a copy of the ACFT requisition form in the pocket in front of the bag.

TRANSPORTATION OF WATER SAMPLE:

- Deliver sample to the local Public Health Office as soon as possible following collection.

- Sample should be transported to ACFT from the submitting Public Health Office.
- Sample does not require preservation or any special handling/storage. For Trace Metals Analysis, ACFT should receive water sample within 14 days (ideal is 7 days) from the time of collection.
- Transport sample in a sealed hard-walled shipping container, such as cooler.