

All samples should be delivered to Northeast Laboratories as soon as possible and **must be delivered within 24 hours of collection**

Samples should be kept as cold as possible:  
refrigerate after collection and keep on ice in cooler for transport

**GENERAL POTABILITY – WATER SHOULD BE DRAWN FROM A COLD-WATER TAP**  
**ALWAYS FILL ALL CONTAINER(S) PROVIDED**

BACTERIA (Coliform & *E. coli* and/or Heterotrophic Plate Count)

1. A 4-oz. sterile plastic bottle is required for testing – 2 if testing for both Coliform and HPC  
*Note: the white powder in the bottle is Thiosulfate, a preservative that must remain in the bottle*  
**DO NOT rinse this bottle before filling**
2. Remove aerators, hoses, or any attachments from faucet (if any)
3. Run the **cold** water for approx. 2-4 minutes to assure the water for sampling has been drawn from the well after passing through the tank and pipes to the collection tap
4. Turn off **cold** water to sterilize the end of the faucet: either by washing with diluted bleach or an alcohol-based solution
5. Run the **cold** water again for approximately 1 minute
6. Reduce the flow, and fill the bottle to the 100 mL line – **DO NOT OVERFILL & DO NOT to touch the inside of the cap or the ribbing at top of bottle**

PHYSICALS & CHEMISTRY

1. An 8-oz. (physicals only) or 16-oz. (full chemistry) non-sterile plastic bottle is required for testing
2. This bottle should be filled after the “bacteria” sample has been collected
3. Fill to just below the neck of the bottle – do not overfill, but headspace is allowed

CHLORINE RESIDUAL

1. A 16 mL vial is required for testing
2. If testing for only Coliform & *E. coli*, this vial must also be filled to just below cap

**REMINDER: NO SAMPLES CAN BE ACCEPTED ON FRIDAYS**  
**Water Samples can only be submitted Monday thru Thursday 9:00 am-4:30 pm**  
**If received after 3:00 pm sample may not be set up until next day**