



# ENVIRONMENTAL MONITORING, INC

Title	Bacteria Sample Collection Instructions	Department			General	
		Doc #	GEN104	REV #	0	Effective Date

## TOTAL COLIFORM & E. COLI BACTERIA ANALYSIS SAMPLE COLLECTION, PRESERVATION AND HANDLING

1. Samples are collected and cultured in IDEXX presterilized 120 ml plastic bottles. Containers with sodium thiosulfate must be used when samples are collected from a chlorinated source.
2. Water samples collected must be representative of the water being tested. A sampling source close to the supply should be used. **Remove all attachments from distribution taps before sampling. Use the cold water supply for sampling; allow water to run for at least 2 minutes before sampling to clear supply line. It may be advisable to disinfect the outer area of the faucet with a lighter, match or alcohol swab followed by the 2 minute flush.**
3. The sample container should be kept closed until ready for sample collection. Aseptic technique should be used to ensure that contamination does not occur. Remove the plastic shrink wrap from the lid, open the sterile container and fill **above the 100 ml** line marked on the container without splashing. Close the sample vessel and label with proper identification and chain of custody documentation. Place the sample on ice for transport to the lab (<6°C). **Bring sample ON ICE into the laboratory within six (6) hours of collection time, any weekday before 4:30 p.m., except Friday.**
4. Samples should be processed as soon after collection as possible.
5. A sample will be rejected if any of the following applies:
  - A. The sample cannot be analyzed within the holding time.
  - B. It was not collected in an approved container.
  - C. The identity of the sample or chain of custody documentation is not clear or properly signed and dated.
  - D. The sample is leaking.
  - E. The sample has insufficient volume (<100 ml).
6. A sample will be invalidated if any of the following applies:
  - A. Test results are ambiguous under method guidelines (e.g. immediate color change upon addition of Colilert media).
  - B. Test not performed according to method and SOP or a QA/QC problem is detected.

**PLEASE PAY WHEN DELIVERING SAMPLE.**

**EMI accepts bacteria samples: Any weekday 8:00 a.m. – 4:30 p.m., excluding FRIDAY**