

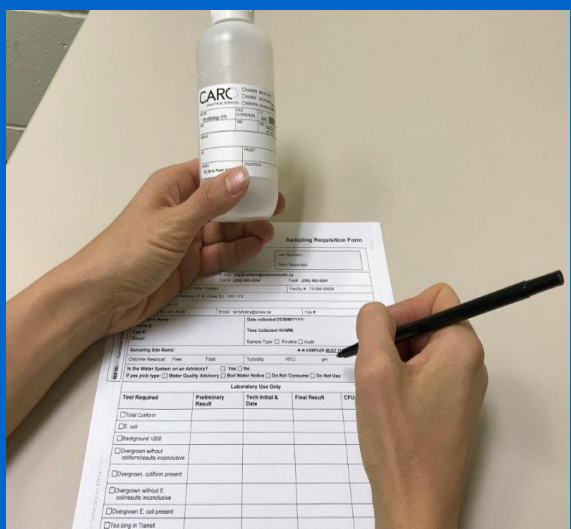
# How to Submit a Water Sample

Population Health Operations

Drinking Water Systems Program

## STEP ONE - Label the Sample Bottle and Complete the Requisition

Complete and attach an up to date/recent requisition form for EACH sample taken. This will be provided to you by your Drinking Water Officer



- Fill in ALL blank sections of the requisition.
- The sampling site name is the precise location on the distribution system where the sample is taken.
- Chlorine residual - record free and total (ppm).
- Is the Water System on an active notification Notice - (if yes, pick type).
- RAW WATER (untreated) - **only** check if your system treats the water with an approved treatment system, and you are submitting a RAW sample for audit.

## STEP TWO - Collect the Drinking Water Sample



- Remove any aerators, hoses, splash guards, diffusers or screens from sampling tap.
- Wash hands (or use hand sanitizer) then disinfect tap with an alcohol wipe or a mild chlorine solution (1 part household bleach per 10 parts water).
- Flush water lines - Run cold water for 2-3 minutes if tap is without a mixing faucet. If the tap has a mixing faucet, run the hot water for 2 minutes and then the cold water for 2-3 minutes before sampling.
- Reduce flow, remove cap (without touching the inside lid or threads) and fill bottle above the fill line without splashing, then screw cap on tightly.
- Place completed requisition form inside a zip lock plastic bag and affix to bottle with a rubber band.
- Ship or deliver samples in a cooler with sealed ice packs to maintain temperature <math><10^{\circ}</math> C

## Please Note:

- Water Samplers should be adequately trained
- Samples received by the lab more than 30 hours after collection will be discarded
- Fill out the requisition and sample bottle label in full
- Confirm with the local Population Health Operations office WHERE and WHEN samples are collected
- DO NOT take samples from a tap with additional water treatment (water softener at private residence)
- Collect from a cold water tap
- DO NOT rinse the bottle

## Contact Us:

<https://www.interiorhealth.ca/Pages/default.aspx>

## STEP THREE- Reporting of Bacteriological Water sample Results

- Water sample results are typically received by the Population Health Operations office 3-4 days after drop off. Unacceptable results are received sooner.
- Water is tested routinely for:
  - **Total coliform**: Indicator bacteria which are often found in animal waste and soil and vegetation.
  - **E. coli**: bacteria found only in the digestive tract of people and animals - if found in your drinking water it indicates recent fecal contamination.
- If a water sample is positive for *E. coli* the water supplier will be contacted by the laboratory and the Drinking Water Officer. The Drinking Water Officer will contact the water operator if unacceptable results are received to discuss remedial action, and reduce risk.
- If you are contacted regarding an unacceptable water sample result, you will need to refer to your Emergency Response and Contingency Plan and issue a Public Notification if requested by the Drinking Water Officer.

**NO CONTACT WILL BE MADE IF  
SAMPLE IS NEGATIVE**

In order to view your system's drinking water results visit the Interior Health Public Website.

<https://www.interiorhealth.ca/YourEnvironment/DrinkingWater/Pages/WaterSamples.aspx>



NOTIFICATIONS AND SAMPLE RESULTS