



Food Quality Lab

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TOTAL COLIFORM ANALYSIS SAMPLE COLLECTION PROCEDURE

- A. **SAMPLING SITE:** The location(s) of sampling should be representative of the system of water being used for consumption.
1. Collect the water from a non-leaking, smooth-nosed COLD water tap (if possible) free of dust, rain, or other contamination.
 2. Do not use a swivel faucet or faucets attached to purification devices unless analyzing the purification discharge.
 3. The mouth of the bottle **MUST NOT TOUCH** the faucet when the bottle is placed under the faucet.
- B. **COLLECTION PROCEDURE:**
1. BEFORE SAMPLING –
 - a. Remove all strainers, screens, aerators, and hoses.
 - b. Allow the water to run fully open for 2-3 minutes to clear the service lines, then adjust the water flow to a gentle stream.
 - c. For wells equipped with hand or mechanical pumps, pump the water to waste for 5 minutes.
 2. Remove cap from sample bottle. DO NOT TOUCH the inside of the cap or bottle, or place the cap on the ground.
 3. Hold the sample bottle upright and allow the water to fill smoothly up to the “FILL LINE”.
 - a. DO NOT overfill – an air space at the top of the bottle is required for mixing.
 - b. DO NOT fill the bottle completely and then pour some water out – the bottle contains a sterile dechlorinating agent.
 4. Replace the cap and tighten securely so the bottle does not leak.
 5. Fill the temperature control bottle.
 6. Immediately chill the bottles in the cooler with FROZEN blue ice. DO NOT use “wet” ice unless the bottles are double-bagged in waterproof plastic bags.
- C. **LABELING OF SAMPLE BOTTLES**
Fill in ALL information on sample tags.
- D. **CHAIN-OF-CUSTODY FORM**
1. Complete all information.
 2. Sign and date the form (include the time of day).
- E. **PACKING THE COOLER**
1. Make sure that the cooler contains the following:
 - a. Sample bottle(s)
 - b. Temperature control bottles
 - c. Chain of custody form
 - d. Frozen blue ice
 2. Seal the cooler securely with tape.
 3. Tape shipping label on outside of cooler.
- F. **SHIPPING OF SAMPLES**
1. **The laboratory must receive the potable (drinking) water samples within 24 hours of sampling, and non-potable water samples within 5 hours of sampling.**
 2. Plan the sampling schedule so that it will be in Honolulu and ready for pick up by 1:00 P.M.
 3. **Return shipping charge is paid by the customer.**
 4. Sampling should be conducted on Monday through Friday. Laboratory hours are 8:00 A.M. – 4:00 P.M.