



Kitset Sampling Instructions for Drinking Water: Microbiology testing

1. Kitset contents:

- ◆ Sterile bottle(s) for Microbiology testing containing thiosulphate in either liquid or tablet form. Do Not Rinse the bottle.
- ◆ If you require chemistry tests such as pH, turbidity, or potability tests separate bottles will be supplied if requested.
- ◆ For metals a 100 mL bottle containing acid will be included in a plastic bag. Handle with care and do not rinse. Refer safety instructions included.
- ◆ **Chilly pad. Note: Ensure the chilly pad is frozen before collecting sample.**
- ◆ Sample submission form to complete on the reverse.
- ◆ Chilly bin address label.

2. Collecting a sample:

- ◆ **Testing must start on samples within 24 hrs of collection, this requirement must be taken into consideration when sending samples by courier, preferably use a same day courier service or take the sample at a time of day that will meet this requirement and co-ordinate with the courier pick-up times.**
- ◆ Remove any fittings from the tap and wipe to remove any build-up on the surface.
- ◆ Run the tap to be sampled for 2 minutes.
- ◆ Turn off and then sterilise the aperture preferably using a gas flame, but alternatively using a swab soaked in alcohol or methylated spirit.
- ◆ Run the tap again for another 1 - 2 minutes. Now take the sample bottle and carefully remove the cap. **Do not put the cap down - you may expose it to contamination; hold the cap face down.** Fill the bottle to above the 100 mL mark at the top, ensuring you leave an air gap. Quickly, but carefully, replace the cap.
- ◆ Check the sample bottle – ensure the cap is secure.

3. Submission Form:

- ◆ **Complete** the sample submission form and sample label(s) including sample site, sampled by and date and time collected, sample temperature if you are able to do this.

4. Courier the sample:

- ◆ Pack the sample bottles securely in the chilly bin upright and in contact with the frozen chilly pad to enable cooling.
- ◆ Place the sample COC form inside the plastic bag and tape up the bin.
- ◆ If Transport times exceed 1 hour samples should be maintained below 10°C but not frozen unless cooling can be demonstrated by either of the following:
 1. **Measuring the sample temperature at the time of sampling.**
 2. **The lab can observe that the chilly pad is still frozen and the samples are packed upright next to the chilly pad (not on top of the packing) to enable cooling.****Note: Samples could be rejected if they don't meet these requirements.**
- ◆ Contact the laboratory if there are any problems with sampling or couriers.

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