Step 1
PREPARE SAMPLE POINT
1. Try to select a faucet that is indoors, without obvious contamination, not connected to a softener or other filtering device, without swivel head and without hot and cold water mixing in the same valve. Sample from a cold water faucet.
2. Remove any aeration device on the outlet.
3. Clean sample source point inside and outside with 5% bleach solution or alcohol.

Step 2
PURGE SAMPLE
Open valve and allow water to run freely for 2-3 minutes, then partly close the valve so that only a small stream flows.

Step 3
OPEN COLLECTION CONTAINER  (must use approved bottle)
1. Depending on bottle type, either remove and discard the lid protection tape or twist the lid to break the sealing tape.
2. Unscrew the lid.
   • Do NOT touch inside of the lid or bottle.
   • Do NOT set the lid down.
   • Do NOT dump out white powder or solid tablet from the bottle. This inactivates Chlorine and is required in the test.

Step 4
SAMPLE COLLECTION
1. Collect sample water directly into the bottle using the faucet valve as needed for flow control.
   • Fill to the embossed 100 mL line.
   • Slightly more than 100 mL is acceptable.
   • Less than 100 mL is not acceptable.
   • Do NOT overflow the bottle as this will wash out the Chlorine-inactivating chemical.
2. Screw the lid firmly onto the bottle.
3. Label the bottle with clear identification that matches the Chain-of-Custody form.

Step 5
DOCUMENTATION
Complete the Chain-of-Custody form on page 2 of this sheet.

Step 6
PAYMENT
Make payment for the laboratory service, either ....
   • After the sample is logged-in at the lab, pay at the “Cash Counter” in the Sewell Building on the OPSU campus, or
   • After receipt of the invoice.
See the website for information regarding cost.

SAMPLE REJECTION
Samples are rejected at the laboratory for ANY of the following reasons.
1. Incomplete documentation: lack of information on collection date and time, sample type, sampler’s signature, and if applicable, public water system identification number (PWSID) and Chlorine residual before collection.
2. Bottle does not contain proper sample volume. The bottle must be filled to the 100 mL line.
3. Sample contains measureable Chlorine.
4. Sample is more than 30 hours old when received at the laboratory.
5. Sample is not in approved bottle.
**‘BAC-T’ TOTAL COLIFORM and E. Coli SAMPLE SUBMISSION and CHAIN-OF-CUSTODY FORM**

for INDIVIDUALS and NON-ROUTINE USERS

<table>
<thead>
<tr>
<th>Sample From</th>
<th>Bill To</th>
<th>Same as sample location</th>
<th>Chain-of-Custody</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td>Shipped by</td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td>Date / Time</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td></td>
<td></td>
<td>Shipment method / Waybill #</td>
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<tr>
<td>County</td>
<td></td>
<td></td>
<td>Received by</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
<td>E-mail</td>
<td>Date / Time</td>
</tr>
<tr>
<td>How to report data and invoice</td>
<td>Mail</td>
<td>E-mail</td>
<td>Fax</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collected At / Source / Identification</th>
<th>Collection Date</th>
<th>Collection Time</th>
<th>Collected By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine value (indicate free or total)</td>
<td>Receipt Temp</td>
<td>Temp Adj</td>
<td>Actual Temp</td>
</tr>
</tbody>
</table>

**Lab use**

<table>
<thead>
<tr>
<th>Lab use</th>
<th>Receipt Temp</th>
<th>Temp Adj</th>
<th>Actual Temp</th>
<th>Cl2</th>
<th>ID#</th>
</tr>
</thead>
</table>

**How to report data and invoice**

- **Mail**
- **E-mail**
- **Fax**