







ROUTINE WATER + ECOLI SAMPLING GUIDE

Samples for Routine Water + Ecoli analysis must be received at the lab within*:

TIME: < 24hr of the sample being taken

TEMPERATURE: < 10°C or less than the source temperature (for drinking water)

To achieve this, please follow these steps:

	<h2>Freeze the Gel Pack Overnight</h2>
	<h2>Plan Delivery</h2> <p>Try to organize same day delivery. If this is not possible, use an overnight courier.</p> <p>If the sample is to arrive on the same day, sample in the early morning.</p> <p>If couriering the sample overnight, take the sample in the early afternoon.</p> <p>If sending a sample on Friday, find out first if the courier delivers on a Saturday.</p> <p>We recommend New Zealand Couriers, 0800 800 841.</p>
	<h2>Collect Samples</h2> <p>The 400mL sterile container for microbiological samples requires special handling – please refer to the instructions over the page for taking the sample.</p> <p>Fill the 500mL unpreserved container, leaving no air gap.</p> <p>Fill the 100mL Nitric acid preserved container, taking care not to lose any of the acid. (NITRIC ACID IS VERY CORROSIVE – CARE REQUIRED )</p> <p>Note: Please make sure the DATE and TIME SAMPLED are on the containers! **</p>
	<h2>Refrigerate and Complete Submission form</h2> <p>Refrigerate the samples for 1hr, but DO NOT FREEZE!</p> <p>Complete the supplied submission form with your details, the sample details (including date and time sampled), and the tests required.</p>
	<h2>Pack and Send</h2> <p>Place the frozen gel pack in the chilly bin, then place the chilled samples above them, using the supplied bubble wrap to keep the samples from direct contact with the gel pack.</p> <p>Put the completed submission form into the supplied plastic bag, on top of the samples. Secure the lid of the chilly-bin tightly with tape. Attach the supplied address label and pre-paid courier ticket to the top of the chilly-bin.</p> <p>Ensure the samples are delivered to Hill Laboratories or the courier company in good time, so that the testing can be started at the laboratory within the 24hr time frame.</p>

***Note:** If samples do not meet time and temperature criteria, we will proceed with the testing but a comment will be added to the report saying that we cannot endorse results for the samples, as they do not meet regulatory or analytical requirements. If it is critical that the testing meets regulatory requirements, please write in the Additional Comments that you do NOT want the testing carried out if the time and temperature criteria are not met.

****Note:** If the time and date sampled is not provided, we cannot know if the time requirement has been met and a comment will be added to the report saying that we cannot endorse results for the samples, as they do not meet regulatory or analytical requirements.

Collecting Water Samples for Microbiological Analysis

Before You Start:



- Do not rinse the container before taking the sample.
- Use aseptic technique – do not touch the insides of the sterile container or inside the lid.
- For chlorinated samples you MUST use a sterile sample container containing sodium thiosulphate supplied by the laboratory. Do not wash this out.

Reticulated supplies (i.e. taps)



- Disinfect the tap by wiping the outside of the tap using the alcohol wipe provided.
- Run the tap for 2-3 minutes and turn off.
- Collect the sample.
- Replace the lid.



Wells or bores

- Operate the hand or mechanical pump for at least 2 minutes before sample collection.



Rivers Lakes and Reservoirs

- Hold the sample bottle near its base and plunge it, neck downwards below the surface.
- If there is no current, push the bottle forward horizontally away from the hand.

Please Contact:

Hill Laboratories, Hamilton		Hill Laboratories, Blenheim		Hill Laboratories, Christchurch	
o Address	1 Clyde St	o Address	Grovetown Park, State Highway 1	o Address	101C Waterloo Road
o Telephone	0508 HILL LAB (0508 44 555 22)	o Telephone	0508 HILL LAB (0508 44 555 22)	o Telephone	0508 HILL LAB (0508 44 555 22)
o Email	env.csm@hill-labs.co.nz	o Email	env.csm@hill-labs.co.nz	o Email	env.csm@hill-labs.co.nz