



COLLECTING WATER SAMPLES FOR LAB ANALYSIS

1. Select a faucet closest to the well that has had no treatment (filters, softener, etc.), and has a separate handle for the cold water. Remove the aerator, if present. Use only cold water for sample.
2. Sterilize the spout with a lighter, or wipe the spout with a clean cloth and diluted laundry bleach.
3. Open the faucet and let the water run long enough for the well pressure tank to cycle on and off (listen for switch turning on and off; this is the preferred method), or let the water run for a minimum of three (3) minutes. If possible, have additional faucets running at the same time.
4. Laboratory clients should use the proper laboratory water sample bottle to collect water sample(s); the bottle with the white label and the white powder inside is for bacterial (coliform/E. coli) analysis and the bottle with the green label with no powder inside is for chemical (nitrate/nitrite) analysis.
5. Remove the clear plastic seal from around bottle cap(s). If plastic seal is not present, do not use bottle.

LABORATORY POLICY TO ACCEPT OR REJECT WATER SAMPLES

1. It is important to submit an adequate sample volume in the proper bottle (see #4 above); fill the sample bottle to between the 100 and 120 ml lines. **If there is less than 100 ml, the sample will not be accepted. Do not fill over the 120 ml line.** Regulations require one inch of head space to shake and mix the water sample before testing.
2. Do not touch, or allow contaminated water to splash inside the bottle(s), or the bottle cap(s).
3. Keep water sample(s) from overheating or freezing. **Frozen samples are not accepted.** Store in a refrigerator, or in a small cooler with several ice packs to maintain water sample(s) at a temperature of 36° - 42°F.
4. Ensure that numbers 1 – 8 on the top section of the Laboratory Report Form (that was received with the samples bottles) are neatly and completely filled out in water resistant ink. The following information is required: sample address, name of collector, time and date sample was collected, phone number, sample type and purpose, and mailing address for report.
5. Neatly fill out the label on bottle(s) in water resistant ink with the sample address/location, sampling date, and time.
6. Deliver sample(s) to the Winnebago County Health Department as soon as possible, but not more than 24 hours after sampling collection time.
7. If the well has been chlorinated, the Winnebago County Well Code requires a 10 day waiting period before collecting a water sample.
8. Data from any samples which do not meet the above criteria must be flagged in an unambiguous manner clearly defining the nature and substance of the variation.

**WATER SAMPLES ARE ACCEPTED
MONDAY THROUGH THURSDAY 8:00 AM TO 2:00 PM
NO WATER SAMPLES ARE ACCEPTED ON FRIDAYS
PAYMENT IS DUE WHEN WATER SAMPLES ARE SUBMITTED
FOR QUESTIONS, CALL 815-720-4100**

**Laboratory is located at 401 Division St., Rockford, IL 61104
Mailing address: P.O. Box 4009, Rockford, IL 61110-0509**