

Pool/ Spa/ Hot Tub samples will have a colilert test and a heterotrophic plate count (HPC) performed on each sample. All other samples will only have a colilert test performed unless specified otherwise. The colilert test consists of coliform and E. coli analysis.

Instructions For Collecting Water Samples

1. Use only approved containers.
2. Do not rinse the bottle or touch the lip of bottle.
3. Return sample to lab within 24 hours of collection and refrigerate or hold on ice until delivery, do not allow to freeze. Preferably hold sample at less than 10 degrees Celsius (50 degrees Fahrenheit).
4. Collect the sample by removing aerator from tap and letting water run for 2-3 minutes. Fill bottle above the 100 mL line.
5. If the sample is being collected from a lake, a pond, or type of source water, submerge the bottle, forcing it forward with an even slow motion.
6. Select a sampling point that will be representative of the system being tested.
7. Fill out the test request form and the sample container label completely.

PROCEDURES for a POSITIVE COLIFORM SAMPLE (After 12/1/09)

Collecting and Analyzing Triggered Source Water

Samples for the Groundwater Rule (GWR)

(For groundwater systems that do not provide 4 log treatment of viruses)

1. At least one triggered ground water source sample must be collected within 24 hrs of being notified of a positive TCR coliform sample.
2. Samples must be collected from **EACH** groundwater source(s) in use at the time of the total coliform positive,

OR from a DDW approved representative source monitoring location (Source Water Monitoring Plan).
3. Samples must be collected before treatment and/or disinfection.
4. Samples must be analyzed for E. coli, enterococci, or coliphage.

Collecting and Analyzing Samples for the TOTAL COLIFORM RULE (TCR)

1. Collect the number of repeat samples as follows:

Population	Number of Repeat Samples
25 – 1,000	4
More than 1,000	3

2. Repeat samples must be collected within 24 hours of being notified of the total coliform positive sample or, as soon as can be received by the lab.
3. Repeat samples must be taken from specific locations as follows:
 - A. At the original sampling site
 - B. Within 5 service connections upstream
 - C. Within 5 service connections downstream
 - D. From any other location (may be a GW source sample)

Note: If the 4th TCR repeat sample is used as a GWR triggered source water sample,

the regulatory consequences of both the TCR and GWR apply.

4. 5 Routine samples are required the month following a positive coliform sample. Collect the number of TCR routine samples as follows:

Population	Routine	Additional	Total Samples
25 – 1,000	1	4	5
1,000 – 2,500	2	3	5
2,501 – 3,300	3	2	5
3,301 – 4,100	4	1	5
More than 4,100	5 or more	0	5 or more