

INSTRUCTIONS

SAMPLE COLLECTION

Care must be exercised to obtain samples that will be representative of the water being tested and avoid contamination of the sample at the time of collection. The sample tap must be free of any aerator, strainer, hose attachment, or water purification devices. If the sample tap is connected to a heated water supply, cool water must be used during sample collection. Leaking taps which allow water to flow over the outside of the tap must be avoided as sampling points. Specific sampling instructions are as follows:

1. Do not rinse the sample bottle. It is sterile and contains a chemical additive (either powder or liquid droplets).
2. Open the sample tap fully and allow the water to run for 2 to 3 minutes or until the temperature of the water stabilizes.
3. Restrict the flow to allow the collection of the sample without splashing.
4. Fill the sample bottle to the 100ml fill line, leaving a small air space. **Do not overfill.**
5. It is the responsibility of the Public Water System to collect and ship the sample(s) to ensure arrival at the laboratory within 28 hours. Samples that cannot be tested within 30 hours of collection will be rejected. Samples received on Fridays, one day prior to a holiday, or after 4:00 pm on Thursdays, will not be tested, unless special arrangements have been made with the laboratory.
6. Please refer to the sample schedule that is posted at <https://www.hhs.nd.gov/Laboratory-services/water-testing> for laboratory delivery requirements.
7. Use the enclosed mailing label and add the proper postage.

COMPLETING THE REPORT FORM

Please carefully complete the entire left-hand portion of this form. Failure to do so will cause reporting errors, errors on the permanent record, and may cause samples to be rejected.

A public water system includes cities, subdivisions, trailer courts, hotels, motels, cafés, bars, parks, rest and recreational areas, gas stations, golf courses, schools, churches, industries, and other public accommodations which have their own water system and have at least 15 service connections or regularly serve an average of at least 25 individuals daily at least 60 days out of the year. The public water system identification number is a unique and permanent number assigned to all public water systems. This number must be included on the form to assure that the sample results are credited to the proper facility. In addition, public water systems are required to collect all routine bacteriological samples only at sites identified in an approved sample siting plan. The sample site identification number must be included in the spaces following the public water system identification number. Questions regarding these identification numbers or compliance with bacteriological monitoring requirements should be directed to the Municipal Facilities Division at 701-328-5211.

Definitions:

RTCR – Revised Total Coliform Rule

Routine – Monthly compliance sample(s)

Repeat (same tap) (upstream) (downstream) – Samples taken after a routine positive result.

Replacement – Sample taken to replace a previously submitted sample that was voided.

Repeat (alternate fixed) – Repeat sample taken from a fixed repeat site approved by the Department