

# SAMPLE COLLECTION INSTRUCTIONS

PRIVATE DRINKING WATER for COLIFORM and E.COLI BACTERIA ANALYSIS

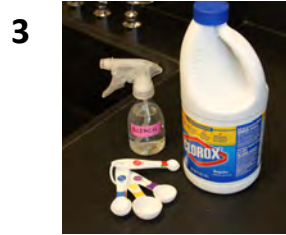
This sample kit and collection method is for private drinking water samples for bacterial analysis. Only samples collected in bottles supplied by the Missouri State Public Health Laboratory (MSPHL) and collected in accordance with these instructions will be accepted for testing. PLEASE READ THESE INSTRUCTIONS COMPLETELY BEFORE COLLECTING SAMPLES .



1 Remove any screens or aeration devices that may be on your faucet.



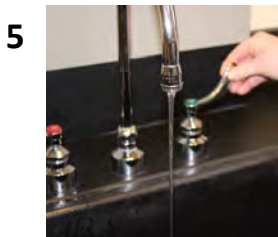
2 Turn the hot water on full force and let it run for 3 minutes. Turn the hot water off and turn the cold water on and let it run for 3 minutes.



3 Mix 1 1/2 tsp unscented bleach with one gallon of clean water and pour it into a spray bottle. It is very important that you use these exact measurements.



4 Spray inside and outside of faucet with bleach-water solution and allow it to sit for up to 15 minutes.



5 Let the cold water run again for 3 minutes. Turn the water down to a slow flow to prevent splashing while you fill the bottle.



6 Remove the plastic seal from the bottle.



7 Do not rinse the bottle. Inside is a powder needed for the sample testing.



8 Remove the lid by holding the top. Be careful not to touch the inside of the cap or bottle.



9 Hold the bottom of the bottle while you fill it to avoid water hitting your hands and then entering the bottle.



10 Fill the bottle to at least the 100mL line but not above the 120 mL line. Pour out any excess water.



11 Replace the lid and tighten to ensure it is not cross threaded or uneven.



12 Samples must be received by the MSPHL within 48 hours of the date and time of collection. Be sure to include \$10.00 payment with check or money order made out to DHSS. Cash not accepted.

**Samples will not be tested if:** payment is not included, date and/or time is missing or post dated, bottle is not filled between the 100ml and 120ml lines, incomplete form received/no form received, non-standard sample container, frozen sample, excess chlorine or transit time exceeded.

### **Shipping Instructions:**

Private water samples must be accompanied by a private drinking water form. The form can be found on the MSPHL's website under the Test Request Forms page: <http://health.mo.gov/lab/specimentestforms.php#testrequestforms>.

**Samples must be addressed to the Missouri State Public Health Laboratory, 101 N. Chestnut, Jefferson City, MO 65101.**

**Samples must be received by the laboratory and tested within 48 hours of the date and time of collection. The MSPHL recommends you use the free DHSS contract courier for overnight delivery to the MSPHL.** This courier picks up at most local public health agency offices. For sample drop off locations and times, please go to <http://www.health.mo.gov/lab/courierservices.php> or you may call the MSPHL courier liaison at (573) 751-4830.

**Samples should not be en route to the laboratory over a weekend or state holiday.**

Use of the U. S. Postal Service or other commercial carriers such as Fed Ex or UPS will require additional charges and may not meet the 48 hour transit time requirement. Overnight your sample if using a commercial carrier.

For frequent clients of the MSPHL, sample results are available immediately upon completion of testing through the MSPHL's new on-line web portal called the OpenELIS web portal. Instructions for requesting access to the Open ELIS web portal are located at <http://health.mo.gov/lab/reports.php> or you can email [OpenElisWebportal@health.mo.gov](mailto:OpenElisWebportal@health.mo.gov).

**For more information about submitted private water samples, contact the MSPHL at the following:**

**101 N. Chestnut  
Jefferson City, MO 65101  
(573) 751-3334**

**For more information about private water supplies, contact your local county health department's Environmental Public Health Specialist or the Missouri Department of Health and Senior Services at the following:**

**Missouri Department of Health and Senior Services  
Bureau of Environmental Epidemiology  
930 Wildwood Drive  
P.O. Box 570  
Jefferson City, MO 65109  
(573) 751-6102  
[www.health.mo.gov](http://www.health.mo.gov)**