

EASY SAMPLING KIT HOW TO

- 1 ORDER** the kit of your choice
- 2 RECEIVE** your kit. We ship it directly to you
- 3 INCLUDED** in your kit will be all the relevant bottles required for your analysis
- 4 ICE PACK**, if included, freeze this overnight. This ensures your sample remains cool during transport
- 5 CONTACT YOUR WC REPRESENTATIVE TO ARRANGE A COLLECTION DATE.** This must be done on the day of sampling for best results, and before **3PM**
- 6 TEMPERATURE**, please keep your samples in the fridge (NOT FREEZER) or cool using the ice-pack provided.
- 7 BOTTLES**, fill **ALL** the bottles provided in your kit from **THE SAME SOURCE**. We require 1-2L of water for your analysis
- 8 PREPARE FOR SHIPPING**, ensure all your bottles are sealed and, if applicable your ice pack is in place. Place kit into courier sleeve
- 9 RECEIVING YOUR SAMPLE AT SPL**, samples are shipped back to us overnight or same-day. You will receive a **SAMPLE RECEIPT** via email. This means we have received your sample at the lab. This includes your **job number** and estimated **report date** for your reference.
- 10 RELAX**, your results will be automatically mailed to you within 5-10 working days.



IMPORTANT INFORMATION

COURIERS do not operate on weekends

SAMPLES should only be sent from
Monday - Thursday

Arrange **COLLECTIONS** before **10AM** or a **day before**

ICE BLOCKS/PACKS please ensure your ice block/pack is frozen the **NIGHT BEFORE** sampling

In order for us to get the most **ACCURATE ANALYSIS** possible water samples need to **REACH US** within 24 hours of sampling. This will ensure the most accurate results and quality control.

HOW TO TAKE WATER SAMPLES



IMPORTANT

Chemical analysis ONLY, the sample may be collected in any clean, sample rinsed 1-10 litre container.



Microbiological analysis, (*E.Coli*, *Total Coliforms*) the sample must be collected in a sterile container, provided in your kit.

PLAN your sampling date, time and sampling point

DO NOT include sediment or solids in your sample

DO NOT touch the inside of the cap or exposed neck of the bottle

ALWAYS wear gloves when taking a water sample

SAMPLING

WHAT YOU NEED

- Latex gloves
- Sampling Bottles - ensure you have enough sample for complete analysis to be done
- Microbiology Sampling Bottles - if applicable
- Cloth
- Bleach
- Lighter
- Permanent Labelling Marker
- Cooler box with ice packs
- GPS - where applicable
- Jug/bucket with rope - where applicable
- Thermometer - where applicable
- Dissolved O2 meter - where applicable
- ORP meter - where applicable

SAMPLE POINTS - PREPARATION

TAPS

CLEANING

- **Cleaning Metal Taps**, flame the spout for a couple of seconds with a lighter
- **Cleaning Plastic Taps**, clean with a cloth dampened by bleach/sanitize

PURGING

- **Purging indoor taps**, open the tap fully, allow water to run for 1 minute before sampling
- **Purging boreholes**, allow the water to run for at least 10 minutes before sampling
- **Purging new or stagnant pipes and boreholes**, purge pipes for 10 minutes, purge boreholes for at least 6 hours

BODIES OF WATER - Pool, dam, Reservoir

Take the sample by plunging the bottle, neck downward, below the water service

STREAM AND RIVER

Turn the bottle until neck points slightly upward and mouth is directed toward the current

SAMPLING

FILL the bottle, leave at least 2 cm air space, replace the cap immediately

LABEL the sample with the date and sample point

TRANSPORTATION & HANDLING

Samples must be transported on ice or with ice packs - temperature to be kept at $\pm 1 - 4^{\circ}\text{C}$, not frozen within 24 hours of sampling for best results

PLEASE NOTE: If microbiological analysis (*E.coli*, *Total Coliforms*) is required, samples should be delivered, no later than 15h00 on Thursdays to allow for incubation periods.