

## General Information

- Samples are accepted Monday to Thursday 8.30 am to 4.30 pm.
- Sampling early in the week will ensure samples arrive at the Laboratory by Thursday
- It is important to sample water carefully, taking precaution to avoid contamination during the sampling procedure.
- Water samples are to be collected into the supplied sterile sample bottle, containing chlorine neutraliser.
- Water samples should be placed on ice and reach the Laboratory as soon as possible after collection as testing should be completed within 24 hours.

## Transportation

- A consignment note is provided with sample. The charges are paid by NSW DPI
- Arrange for the samples to be collected and delivered overnight to the laboratory as soon as possible.
- **Note: samples should be tested with 24 hours of collection**

## Sampling Tips

- The supplied icepack needs to be completely immersed in water for 15 minutes then frozen. This should be done before sampling takes place.
- Do not open sample bottle until the moment it is required for filling.
- When removing cap, hold it at the top making sure that fingers do not come into contact with the neck or the inner surface of the cap. Do not lay the cap down or allow it to touch anything.
- Do not remove small tablet.
- Do not adjust flow rate during sampling.
- Immediately fill with water, (using appropriate method below). Fill bottle completely.
- Replace the cap as per instructions and label bottle clearly
- Samples must be refrigerated if not sent immediately
- Place samples inside silver padded envelope surrounded by ice for transport.
- Complete the submission form provided and place inside the plastic zip lock bag to protect from moisture. Include this with the sample.

## Sampling Locations

### a) Tap Sampling

- Remove external tap fittings such as rubber tubes or hose attachments
- Turn tap on full and allow to flow for 2-3 minutes to clear service lines.
- Adjust flow-rate to gentle stream of water and sample as described above.

### b) Hand pump sampling

- Pump for a few minutes before collecting sample to flush all standing water from the pump.
- Collect sample directly into bottle.

**c) River, spring, lake, reservoir or well sampling**

- Sample water away from the bank and near the draw off point.
- Hold bottle near base and plunge it, neck downwards, below water surface to about 30 cm depth.
- Turn bottle until neck points slightly upwards with the mouth directed towards the current. If there is no current, move the bottle forward away from your hand. A rigid pole, 1.2 - 2.5m long, with the bottle clamped firmly at one end is useful for collecting samples particularly when there is likely to be damage to the bank
- When full, remove from water and immediately replace cap.
- If unable to collect samples this way attach a weight to the bottle and lower into the water

**Taking your sample**

1. Run Water for 2 to 3 minutes.
2. Open container by pushing upon cap where indicated (Fig. 1)
3. NOTE: Do not use if arrow was broken before opening. NOTE: Do not take pill out of container.
4. Fill container completely.
5. Close the container by pressing cap from the hinge location and pushing forward, it should securely snap shut (Fig. 2).
6. Close tab (Fig. 3) then pull the tie through round hole on post and lock vial (Fig. 4).
7. Complete information on sample label



Figure 1



Figure 2



Figure 3



Figure 4

Note: The colour of the tablet can range from white to dark grey or purple and it can be speckled in appearance. The colour of the tablet may be seen to change while it remains in the sealed container when the container is exposed to light. Some tablets may fracture within the sealed container prior to use. Tablet colour changes and the potential for tablet fracturing are known and expected conditions resulting from the sterilisation processes used to manufacture this product. Tablets of different colour or tablets that have fractured within the sealed container continue to provide the 10 mg of sodium thiosulfate needed to neutralise free chlorine in water samples collected.

**ANY QUESTIONS OR CONCERNS? CALL US ON 02 66261103**