



**Certified
Environmental
Services, Inc.**

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DIRECTIONS FOR COLLECTING COLIFORM (BACTERIA) DRINKING WATER SAMPLES

Samples are accepted until **4:00pm** Monday through Friday, except Holidays.

SAMPLES MUST BE RETURNED TO THE LABORATORY WITHIN 24 HOURS FROM THE TIME SAMPLED.

1. Keep the sample bottle closed until you are ready to collect the sample.
2. Locate the tap to be sampled.
3. Remove any attachments (i.e. filters, plastic aerators, etc.) to the faucet (if any) and slightly flame the end of the faucet.
4. Open the tap fully and run the water for 2 to 3 minutes or for a time sufficient to permit clearing of the service line.
5. Reduce the flow to permit filling the bottle without splashing and overflowing.
6. Remove the cap and be careful not to contaminate the inner surface of the cap or the bottle.
7. **DO NOT REMOVE THE PILL, IF PRESENT, FROM THE BOTTLE.**
8. Fill the bottle without rinsing, overflowing or pouring excess off and replace the cap immediately. ***Be sure to fill the bottle to at least the 100 ML mark, but no more than the 110 ML mark!!*** Samples with insufficient water volume (less than 100 ML) will be rejected.
9. Return the sample to the laboratory as soon as possible (within 24 hours) keeping the sample cold. Please note the sample should be delivered to the laboratory on ice.
10. Fill out the label on the bottle and the provided chain of custody form and return with the sample. The date and time the sample was collected must be included.
11. Payment for services is required when you submit the sample. Cash, check, MasterCard and Visa are accepted.

Please feel free to call us at (315) 478-2374 with any questions you may have.

Thank you for using CES!!!