central testing laboratory ltd.

HOW TO COLLECT A WATER SAMPLE FOR MICROBIOLOGY EXAMINATION

1. Collect your water sample early in the week – Monday to Thursday –to give enough time to get to the laboratory and would need to be analyzed within 24-30 hours. Please add the **date and time** the sample was collected on the paperwork and/or bottle.
2. If you are sampling more than one location you need a separate sample bottle for each location.
3. Sampling frequency and the number of samples to be collected will depend on individual needs.
4. Containers: Collect samples (100-200 mL) for microbiological examination in sterile containers or plastic bottles appropriate for microbiological use. Contact Central Testing Laboratory for free* plastic sterile sample bottles.
5. Take your sample as close to the well as possible, from a tap, faucet or spigot that is regularly used and easily accessible. Do not sample from a garden hose or from a container such as a water bottle.
6. If the water sample is to be taken from a distribution – system tap without attachments, select a tap that is supplying water from a service pipe directly connected with the main, and is not, for example, served from a cistern or storage tank.
7. In the case of well water, collect only untreated well water. Do not collect water that's been through a water treatment device (water softener) or any kind of filter (reverse osmosis). You must bypass, move or disconnect the device or filter to collect the sample.
8. If possible, remove the screen (aerator) from the end of a cold water tap or faucet. Sterilize the end of the tap, faucet or spigot. This can be done by washing it with a strong disinfectant solution made of unscented, detergent-free household bleach with water (1:100 ratio). Alternatively, sterilize the end of the tap with the flame from a lighter. Avoid flaming the end of the tap, faucet or spigot if there are any plastic components as they may become damaged.

9. Allow the tap, faucet or spigot to run with cold water for three to five minutes before taking the sample.
10. Cut the flow of water to a gentle stream to avoid splashing or overfilling the sample bottle.

*Conditions Apply

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11. Remove the cap from the sample bottle by carefully breaking the protective seal. Do not use a sample bottle if the seal is broken or if you cannot see the preservative (white residue). Do not rinse the bottle – it contains a preservative needed for the test.
12. Hold the cap in one hand while you fill the bottle. Do not lay the cap down or touch the inside of the cap. Keep fingers below the threaded rim of the bottle to avoid contaminating the sample.
13. Fill the bottle to the level indicated, or as directed by the laboratory. Replace the cap and tighten.
14. When the sample is collected leave air space in the bottle to facilitate mixing by shaking before examination.
15. Label the bottle and identify the location (ex: kitchen tap – untreated well water) and the date and time the sample was taken.
16. Keep the sample bottle sealed and cool (0-8℃) in transit.

    NOTE: Water samples that get too warm, freeze or sit too long will give inaccurate test results.
17. Submit the sample to the laboratory with sample submission form (available from the laboratory).

REFERENCES:

1. Standard Methods for the Examination of water and wastewater 22nd edition Page:9-33
2. Manitoba Water stewardship Division-Well Water factsheet #2

   http://www.gov.mb.ca/conservation/waterstewardship/odw/public-info/fact_sheets/index.html

Sample Drop off Info.

Between 8:00 am to 5:00 pm Monday to Wednesday

AND 8:00 am to 2:00 pm Thursday

Friday **NO** drop off

Address:

Central Testing Laboratory Ltd.
Unit 9 – 851 Lagimodiere Blvd.
Winnipeg MB R2J 3K4
Email:info@ctl.mb.ca
Phone: 204-237-9128
Fax: 855-754-1046