

Crescent City Water Quality Laboratory-Microbiology Sampling Instructions

1. Pick Up **Sterile Sample Bottle(s)** and Sample Information **Chain of Custody Form(s)** at the Crescent City Water Quality Laboratory (195 B Street) or the Crescent City Water Department (377 J Street).
2. The fee will be based upon the analysis requested and the number of samples submitted. The current Fee Schedule is posted in the Laboratory, at City Hall Water Department, and on the City of Crescent City web site in the municipal code
 - In the Laboratory Fee Box, the Laboratory or Water Department Personnel will assign the current fee.
3. **Pre-Pay the Fee** at the **Crescent City Water Department**. They will stamp "Paid" in the Prepayment Box and will print a receipt for your records.
4. **Collect the sample** and return the sample and the completed Chain of Custody form to the Crescent City Water Quality Laboratory.
 - **CHAIN OF CUSTODY FORM:**
 - a. Complete the required information on the chain of custody form.
 - b. If you are collecting the sample for a Water System you must provide the System ID Number.
 - c. Indicate the best way to contact you with results. Upon finalizing the test result we will Call, FAX, or Email the results to you. A hard copy may be obtained in person at the laboratory.
 - **SAMPLE COLLECTION:**
 - a. Remove any aerators or screens from inside the faucet. Turn on the COLD water and allow it to run for 3-5 minutes.
 - b. Turn the water down to a thin stream to enable collection of sample without splashing.
 - ☞ **The Bottle is STERILE and contains a preservative of Sodium Thiosulfate. Do not rinse out the preservative or touch inside the bottle or lid when collecting the sample.**
 - c. While holding the bottle at the base with one hand, carefully completely remove the seal and remove the lid. **Do not set the lid down.** While holding the lid in one hand position the bottle under the stream of water and slowly fill the bottle to the proper line marked on the bottle. There must be at least a one inch air gap inside the bottle. **Do Not Over fill.**
 - d. Secure the lid on the bottle. Keep the bottle upright to avoid leaking.
 - e. The sample should be kept cool, at < 10 °C, and transported on ice as soon as possible after collection.
 - **DELIVERY:**
 - a. The person who delivers the sample must sign their **name** ,the **date**, and **time of arrival** at the laboratory in the "**Relinquished By**" box
 - b. Use the time stamp clock on the lab counter to **Stamp the time of delivery** on the form.
 - c. Place the sample in the **Drinking Water Refrigerator** and the Form in the folder on the door of the refrigerator.