



Laboratory Microbiological Water Sample Report

Report to Information:

Name: _____
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____

Analytical Information

Analyst Number: _____
 Analysis Date: _____
 Analysis Time: _____
 Total Coliform Results: _____
 E.Coli Results: _____

Sample Information: (Collectors must provide all the information listed below)

Sample Collection Date: _____ Time: _____AM/PM

Sample Collected By: _____

Collector's Phone Number: _____

Tap Address: _____

Sample Tap ID: _____

Sample #: _____

Other Results:

Instructions for Collecting Bacteria Samples

1. Collect from a cold water tap. Do not sample from hoses or drinking water fountains. Remove Aerators and bypass the water softener. Run the tap for one minute before sanitizing the tap.
2. Sanitize nozzle by spraying a 5.25% Clorox Bleach Solution (1 tbsp. per half gallon) on surface and the underside of the tap. This can be done by placing a bag filled with bleach solution over the nozzle, squeeze the bag to flush the solution in and out of the tap. Do this for two minutes. Fresh solution and bag should be used for each tap.
3. Turn on tap and run the water for 5 minutes.
4. Reduce flow from tap to a minimum.
5. Remove the cap from the sample bottle. Take care not to touch the mouth of the bottle or the inside of the cap with fingers.
6. DO NOT rinse bottle. Fill bottle to 100 ml line on bottle, do not overflow bottle. Immediately recap bottle.
7. Collect the sample the **same day** that you will be bringing it to the laboratory. Fill out above information and bring with sample.
8. **Samples must be brought to the lab Monday-Thursday, 8:30-4:30 p.m. We can not accept bacteria on Friday without prior notification.**