

Collecting Water Samples

Please read all instructions before starting to collect a water sample. DO NOT open the sterile sample bottle until step 6. The most accurate sample will be taken from the tap on the pressure tank or the foundation faucet closest to the well. If at all possible, avoid using yard hydrants, indoor sinks or taps that leak water from the outside of the tap over the nozzle. If you must use one of these, see additional tips on back.



1 Turn water on full force and let it run for 2—3 minutes.



2 Mix 1 1/2 teaspoons of bleach with one gallon of bottled water and pour it into a spray bottle.



3 Spray inside and outside of faucet with bleach-water solution and allow to set for up to 15 minutes.



4 Let the water run again at full force for another 2—3 minutes.



5 Turn the water down to a slow flow to prevent splashing while you fill the bottle.



6 Remove the plastic seal from the sample bottle.



7 **Do not rinse the bottle.** Inside is a powder or liquid needed for the sample testing.



8 Remove the lid by holding the top. Be careful not to touch the inside of the cap or bottle.



9 Hold the bottom of the bottle while you fill it to avoid water hitting your hands and then entering the bottle.



10 Fill the bottle exactly to the 100 ml line. Dump out any excess water.



11 Replace lid and tighten to ensure it is not cross-threaded or uneven.



12 Bring the water sample to the health department within 30 hours.

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If you do not have access to a pressure tank tap or a foundation faucet, you may collect a water sample from a yard hydrant or an indoor faucet. Please be aware that water from these sources may lead to inaccurate test results.



When collecting a water sample from a yard hydrant, follow steps 1—12 on page one of this document, but run the water at a steady flow low enough to fill the sample bottle without splashing. Do not increase and decrease water pressure as instructed to do in steps 1, 4 and 5 on page one of this document.



When collecting a sample from an indoor faucet, be sure to remove screens or aeration devices, then follow steps 1—12 on page one of this document.



Run water from the hot faucet for 2—3 minutes. Turn the hot water off and run water from the cold water faucet for 2—3 minutes. Then collect your sample of cold water only.

Now that you have your sample collected—

1. Fill out all of the information requested on the submission form. Samples submitted with incomplete forms can not be tested.

Please submit a separate form for each sample. Be sure the number on the form under “Bottle Number” matches the number on the sample bottle.

2. Include a check or money order (please do not mail cash), along with your completed form. Prices are as follows:

Standard bacteria	\$ 10.00	Chlorine	\$ 5.00
Iron	\$ 5.00	Hardness	\$ 5.00
Sulfate	\$ 5.00	Nitrate / nitrogen	\$ 5.00

The standard bacteria test only requires one bottle of water. Other tests may require additional bottles of water. Please check with the laboratory staff by calling 417-864-1673 for the specific number of bottles needed.

3. Deliver your completed form, payment and water sample within 30 hours to:

Springfield-Greene County Health Department
Laboratory
227 E Chestnut Expressway
Springfield, MO 65802

Samples must reach the lab within 30 hours after being collected for valid results. Samples are accepted Monday through Wednesday from 8:00 am to 5:00 pm, and Thursdays 8:00 am to 3:00 pm, excluding holidays. Please call 417-864-1673 if you have additional questions.