

Dear Water Sample Submitter,

Please read the important information on both sides of this memo. Thank you for allowing us to serve you.

1. Please check your order upon receipt for shortage of forms, bottles, etc. Contact the ISDH Containers Lab at 317-921-5874 or containers@isdh.in.gov for any ordering concerns you may have.
2. **For water bacteriology samples only:** Please be advised that inclement weather and increased holiday package shipping may cause a delay in the receipt of samples. Samples received frozen or >30 hours from the time of collection will not be tested per USEPA regulations. In addition, please submit a 100 ml sample volume. A 100 ml fill line is present on the sample bottle. Samples received with less than the USEPA required 100 ml volume will not be tested. Please do not overfill the bottles.
3. ****If picking up/dropping off kits: Do not park in visitor lot, press the red button at the electronic arm for assistance. DO NOT walk to the front entrance.****
4. Please consult the holiday closures below when submitting water samples to the ISDH Laboratories. **DO NOT send specimens or samples when the expected delivery date is a STATE HOLIDAY or a WEEKEND.**

Below is a list of upcoming state holidays and the dates on which they will be observed:

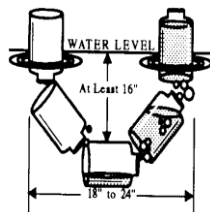
Labor Day	Monday	September 5, 2016
Columbus Day	Monday	October 10, 2016
General Election Day	Tuesday	November 8, 2016
Veterans Day	Friday	November 11, 2016
Thanksgiving Day	Thursday	November 24, 2016
Lincoln's Birthday	Friday	November 25, 2016
Washington's Birthday	Friday	December 23, 2016
Christmas Day	Monday	December 26, 2016
New Year's Day	Monday	January 2, 2017
Martin Luther King, Jr. Day	Monday	January 16, 2017
Good Friday	Friday	April 14, 2017
Memorial Day	Monday	May 29, 2017
Independence Day	Monday	July 4, 2017
Labor Day	Monday	September 4, 2017
Columbus Day	Monday	October 9, 2017

WATER BACTERIOLOGICAL SAMPLE COLLECTION INFORMATION

1. A dechlorinating agent has been added to the bottle. It may appear as a white crystal, a drop of liquid, or a spot of powder two or three millimeters in diameter. It is sodium thiosulfate. **Do not** wash or rinse it out. The purpose of the bottles containing thiosulfate is to destroy the chlorine present at the moment the sample is collected. Sodium thiosulfate prevents the killing action of the chlorine on the bacteria while the sample is being transported to the laboratory. Water samples which contain chlorine residuals when they reach the laboratory will not be examined.
2. Remove the screw cap being careful not to touch or otherwise contaminate the inside part of the cap or the neck of the bottle.
3. Drinking water samples:
 - Sample shall be taken from a tap, such as a faucet, petcock, or small valve. Remove any faucet attachments and aeration screens and disinfect the mouth of the faucet with rubbing alcohol or bleach. Remove all disinfectant residue before sampling.
 - To prevent contamination of your sample, wash your hands before sampling and do not touch the inside of the bottle or lid.
 - Turn on the cold water and let it run to waste for 5 minutes to flush the water out of the pipes. Measure the time using a watch, *do not guess*. Reduce flow of water in tap to a steady stream about the size of a pencil. **Fill the bottle to the 100 ml line on the bottle.** At this level, there will be 100 ml of water and about 25 ml of air space.
 - Ship or take your samples to the lab the same day. **If shipping, collect samples Monday through Thursday A.M. Samples must be analyzed within 30 hours of collection.** If the postal service does not give satisfactory service in your area, you may wish to investigate other means of shipping samples such as UPS, FedEx, etc.



4. Swimming pool and bathing beach samples should be collected by holding the open bottle upside down and plunging it about 18" beneath the surface, tilting and sweeping the bottle forward until filled. Pour out excess water until the water level in the bottle is at the 100 ml mark on the container. For bathing beach water, collect the sample in the actual bathing area at least 25 feet from shore.



5. Screw the cap on the bottle sufficiently tight to prevent leakage.
6. If more than one water sample is being submitted, place a bottle number in the appropriate space on the sample submission form. A separate form must be completed for each sample submitted.

Questions? Please contact the Environmental Water Laboratory at 317.921.5895 or 317.921.5523.