

TIPS TO AVOID SAMPLE REJECTION OR DELAYS

✓ SUBMIT **2** SAMPLES FOR ALL STANDARD TESTS

1. One sterile container for Bacteria (total coliforms and e.coli)
2. One clean water bottle (6-12oz) for all 3 chemical tests (Lead + Nitrate + Nitrite)



✓ WATER LEVEL – **FILL UP!**

REMOVE SHRINK WRAP *COMPLETELY* & FILL STERILE CONTAINER TO THE NECK.

Too much water is better than not enough. Sample will be rejected if not enough water. (Ignore the line. If you choose to focus on the line, fill water 1/2" ABOVE the line.)

✓ **TAP** – We recommend you collect the bacteria sample from the bathtub (or outside tap) and the lead sample from the kitchen sink. See instructions for detail.

✓ INCLUDE **PAYMENT** WITH SAMPLE – see orange instruction sheet for fees. Cash, check, or money order. No credit cards.

✓ **COMPLETE** THE ENTIRE FORM - INCLUDING

- EMAIL - send us a short email (such as “Joe’s sample in dropbox”) so we have your correct email address to send the report.
- DATE/TIME COLLECTED – deliver sample the same day you collect it.
- TESTS NEEDED - For loans/property transfers, check with your loan officer on tests required and 3rd party collection.
- SIGNATURE – chain of custody requirement

✓ **IDENTIFY** SAMPLE – to match form to sample

- WRAP form & payment around sample, Secure with rubber band, & Place inside cooler, in the dropbox. -or-
- PUT sample & form & payment inside a sandwich-size baggie (remove any ice) & Place inside cooler, in the dropbox. -or-
- LABEL sample with name and place inside cooler, in the dropbox. Place form & payment next to the cooler in dropbox.

When delivering sample, open the dropbox door, and open the cooler.

Place sample (without ice) on top of tray or next to it (not under). Close cooler & close dropbox. Raise flag.

Do not put ice in cooler. An ice brick is already in cooler. Do not mail samples.

Do not put samples in the large blue cooler on the ground, labeled “Chemical Bottle Supply”.

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Visit us at [biotechlabwatertesting.com](http://biotechlabwatertesting.com). Our Process page has pictures of each step.