

Sampling Protocol Bacteriological Analysis – Drinking Water

READ CAREFULLY BEFORE PROCEEDING

The icebox from the laboratory contains :

- A collection certificate (a single-use form, do not copy) ;
- An icepack;
- One or more sealed and sterilised bottles in which a preservative has been put (thiosulfate de sodium) and labelled with a bar code. This bar code is related to your request for trackability requirements. Should additional samples be needed, make sure to place the right bottle with the appropriate collection certificate ;
- Pre-paid posting order for shipment back to the laboratory by courier service.

Before collecting the sample : keep the icepack in the freezer (at least 6 hours to make sure it is well frozen).

FROM THE TAP

- Collect the sample from a tap not linked to a water treatment device ;
- Do not collect the sample from an outside tap or a garden hose ;
- Do not collect the sample from a remote area or an unsafe spot.

PRECAUTIONS

- The bottle in the icebox has been sealed and correctly sterilised. The seal must remain intact in order to preserve the integrity and the sterility of the bottle. We advise you not to use a bottle which seal has been removed for this might alter the quality of analysis results. In this case, please inform us of the situation and we will replace the bottle ;
- The bottle contains a preservative. Therefore, it must not be thrown away, rinsed or its content transferred in another bottle ;
- Do not spill the content of the bottle and/or splash it around for the preservative might damage affected surfaces. Should it occur, rinse and clean with water.

STEP BY STEP PROCEDURE

To avoid contaminating the sample, refrain from putting your fingers inside the bottle or touching the inside part of the cap.

1. Take off the screen tap or any water treatment device or nozzle ;
2. Wash your hands before collecting the sample ;
3. Clean the tap (inside and outside) with a single-use clean piece of cotton soaked with a commercial solution of bleach (approximately 5% of sodium hypochlorite) ;
4. Proceed according to the Sampling Protocol.

FROM THE TAP

Let a strong flow of cold water from the tap go for at least five minutes. If a dual valve (for hot and cold water) is installed on the tap, let a flow of hot water go for at least 2 minutes before letting a cold water flow go for 5 minutes.

FROM THE POMP

Fill approximately five (5) buckets of water.

SURFACE WATER

Hold the bottle and put it bottom down (neck up) at around 15 cm deep in the water. Once filled, turn the neck counterclockwise against the tide and bring it out of the water in an arch movement. La phrase qui suit est-elle superflue compte tenu du point 5 ? S'il y a lieu, rejetez le surplus d'eau pour conserver un espace d'environ 2 cm entre le niveau de l'eau et le goulot;

5. Fill the bottle up to 2 cm from the neck or to the line on the neck ;
6. Put the sample in the fridge immediately after collection and keep it at 4,0°C until shipment to the laboratory. Frozen samples or samples containing drift ice will be rejected.

IDENTIFICATION AND INFORMATIONS TO FILL

The collection certificate attached herewith must clearly show the date, the location and the name of the person accountable for the collection. Make sure that the contact details as to where the analysis report ought to be sent are clearly indicated in the above mentioned space.

Samples received without the appropriate collection certificate could be rejected

By using the analysis request with the Environex Group header, the collector certifies that the collection is made from a water source for private usage only and is therefore not subject to the provisions of the regulation respecting the quality of drinking water.

This document must not serve for any public purpose network as described in the regulation respecting the quality of drinking water

If you collect a sample from a public network, you must then use the appropriate form published by the *Ministère du Développement durable, de l'Environnement et de la Lutte contre les changements climatiques*. Please contact us if such a case arises.

SHIPMENT OF SAMPLES

If you use the shipment order from the icebox, the previous day or the day of the collection, please call the phone number on the pre-paid posting order to schedule the pick-up.

- Samples must be received at our laboratory within 24 hours after the collection.
- Collections must be made from Monday to Wednesday.
- We ask you to ship the same day as your sampling is done so we can retrieve it the day after by messenger service, with the pre-paid posting order included in the icebox.
- Samples received 48 hours or more after the collection will be rejected

YOUR RESULTS

You will receive your official analysis certificate by mail within 10 business days following the date of receipt of your sample at our laboratory.