



Plattsburgh Lab
315 New York Road
Plattsburgh, NY 12903
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Sampling Instructions: Potable / Drinking Water Samples

1. If you are sampling from different sites, label the sample bottles with the sampling site.
2. Fully open a frequently used cold water tap. Do not use outside taps unless this is your only option. If there is an aerator screen on the tap remove it prior to sampling. Sterilize the tap using rubbing alcohol and a cotton swab.
3. Allow the tap to run for 3-5 minutes. Reduce the flow to avoid splashing from the container.
4. Fill the sample containers, leaving one inch (1") of air space at the top of the bottle.*1 Overfilling the bottle does not allow for sample mixing at the lab and may lead to inaccurate results.
5. Do not overflow the bottles. Do not rinse the bottles.
6. Without touching the inside of the cap or bottle, place the cap back on the bottle and tighten it.
7. Fill out the chain of custody form completely and properly.
8. The sample must be returned to the lab as soon as possible after collection. The holding times for potable water vary and may be anywhere between 6 hours and 30 days. Please be aware of the holding times for the samples that you are having analyzed.
9. Transport the samples to the lab on ice. The sample must be $\leq 6^{\circ}\text{C}$ and not frozen.

Submitting the samples:

Payment is required when the samples are submitted to Endyne, Inc unless you have an open and up to date account.

NOTE: Bacteria samples that are received at the lab on a Friday will incur a \$100.00 surcharge to cover required weekend work. SPC/HPC samples received on a Thursday or Friday and Bottled Water samples received on Wed, Thurs, or Fri incur a \$100 surcharge as well.

Scheduling is subject to change to meet Holiday schedules. Scheduling changes will be posted at the lab in advance. Please call the lab before sampling during the week before a holiday weekend.

*1 VOA bottles are an exception. They are designed to be filled with no air space.
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