

Non-Potable / Wastewater Sampling Instructions



Plattsburgh Lab
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Sampling Instructions: Non-Potable / Wastewater Samples

1. Label the sample bottles with the sampling site.
2. If you have multiple bottles, only remove the cap from one bottle at a time so the caps all end up back on the same bottle.
3. 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.
4. Do not overflow the bottles. Do not rinse the bottles.
5. Without touching the inside of the cap or bottle, place the cap back on the bottle and tighten it.
6. The sample must be returned to the lab as soon as possible after collection. The holding times for non-potable water vary and may be anywhere between 6 hours and 28 days. Please be aware of the holding times for the samples that you are having analyzed.
7. Transport the samples to the lab on ice. The sample must be $\leq 6^{\circ}\text{C}$ and not frozen. Do not allow the samples to freeze.

Scheduling:

1. Wastewater samples that include BOD or CBOD must be collected after 1200 (noon) on Monday of each week in order for the 48-hour holding time to be met. Samples may be brought to the lab Monday through Thursday.
2. Bacteria samples may be brought to the lab Monday through Thursday.
3. MBAS samples are received the first Tuesday of every month, unless arrangements have been made and approved by the lab in advance.

NOTE: Bacteria samples that are received at the lab on a Friday will incur a \$100.00 surcharge to cover required weekend work and must be scheduled in advance. Special scheduling arrangements can be made. Please call the lab in advance to request an appointment.

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. Refer to the VOA sampling instructions.

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