instructions regarding replicate samples (multiple field samples collected under identical circumstances). Please note that some kits may have containers that are already filled—these are field blanks used by the laboratory for quality control.

**STEP TEN**

Many laboratories require that "chain-of-custody" procedures be followed for compliance monitoring samples. The typical "chain-of-custody" form establishes the whereabouts of, and person responsible for, the sample at any point in time. This form is to be completed by field personnel at the time that the samples are collected. The information on the "chain-of-custody" form must match the information on the container label. Print or write legibly.

**STEP ELEVEN**

Pack and transport the samples. Pack the containers in the same manner that they were received to avoid breakage. Samples must be kept at or below the required temperature (but not allowed to freeze). If they need to be refrigerated, cool them with sufficient ice, or pre-frozen chemical cold packs (blue ice), to keep them below the proper temperature (4°C or 39°F). To protect samples from breakage or freezing, packing materials (such as bottle holders, cardboard, and polystyrene foam) should be used. Ice should not be used as a packing material, since it will melt and leave space, leading to breakage of the bottles during shipping (the melted water may also contaminate the samples). If the samples are collected within a reasonable driving distance of the laboratory, and refrigeration is required, a cooler may be used as a sample carrying case. Samples shipped by commercial carrier must be cooled to the proper temperature, in addition to being protected against breakage or spillage by a suitable shipping case.

**STEP TWELVE**

Pack and transport samples to the laboratory (or have them picked up) the same day or by overnight courier. The temperature of most samples must be kept at or below 4°C or 39°F during shipping and before analysis. Make sure you include the laboratory sample and "chain-of-custody" forms with the samples.

If you have questions about sampling collection procedures, contact your regional office:

SW Regional Office
(360) 236-3030

NW Regional Office
(253) 395-6750

Eastern Regional Office
(509) 329-2100

If you need this publication in an alternative format, call 800-525-0127 (voice) or 800-833-6388 (TDD relay service). For additional copies of this publication, call 800-521-0323. This and other publications are available at www.doh.wa.gov/ehp.
The general sampling procedure for water sample collection is as follows:

STEP ONE
Inspect the sampling kit and read the laboratory instructions carefully.

STEP TWO
Sampling containers may contain a preservative. Do not rinse them prior to sample collection. Do not add preservatives to the sample unless specifically instructed to do so by the laboratory. If cold packs will be used, freeze them prior to sample collection.

STEP THREE
Carefully choose the sampling point. In most cases locate a sampling tap that is after treatment (if present), but prior to entry to the distribution system.

STEP FOUR
Do not fill sample bottles near gasoline cans, gasoline-powered motors, paint cans, lighter fluid, paint strippers, pesticide bottles, exhaust fumes from running engines or recently painted faucets. Fumes and vapors may contaminate the samples.

STEP FIVE
Collect the samples immediately prior to shipment to the laboratory.

STEP SIX
Remove any attachment such as a hose, filter, screen, or aerator from the tap.

STEP SEVEN
Flush the tap for more than 10 minutes or until the water temperature becomes stable. This helps ensure a representative water sample.

STEP EIGHT
While the water is running and before collecting the sample, fill out COMPLETELY the laboratory form (often called the “Water Sample Information Form”) and sample label. Laboratory forms vary but the following information is very important to complete:
- Water System ID number
- Water System name
- DOH source number (i.e., SO1)
- Sample type and sample purpose (usually “RC” for routine compliance)

STEP NINE
Carefully follow the instructions for filling the sample container – different types of samples have different requirements for the actual collection of the sample. Do not touch the inside of the cap, and do not over-tighten. If your sample kit contains additional empty bottles, follow the laboratory instructions specifically instructed to do so by the laboratory.