

Sampling Instructions - Fill all 3 bottles for each sampling location – Read all instructions before you begin

1. Running the water

- Remove screens/aerators from the tap (or use one without a screen such as your bathtub).
- Disinfect the end of the tap by submerging it in a bleach solution for approximately 30 seconds. Rinse all of the bleach off of the faucet completely prior to sampling.
- Run the cold water only for the appropriate amount of time:
 - Well In Use – run water 5-10 minutes
 - New Well – run water 30-60 minutes
 - Well Not In Use – run water 2 hours



2. Collecting the Bacteria Sample:

- Keep the sample bottles closed until they are ready to be filled. Be careful not to touch the inside of the bottle or cap. Do not lay the cap down or put it in your pocket. *If you think you may have contaminated the sample or bottle, do not submit the sample. Get a new kit from the lab.*
- This sample bottle contains either a small pill or powder. **DO NOT RINSE THIS OUT!** This substance inactivates any small amounts of chlorine present in the water sample.
- Uncap the sterile bacteria bottle and fill it without overflowing or splashing water in the bottle. Fill the bottle almost to the top, leaving a small air space so the sample can be shaken at the lab. **There needs to be at least 100 mLs in the bottle or you will need to re-sample. Recap the bottle tightly to ensure that it does not leak.**



***Please make sure that the bacteria container's sterile seal is intact and the cover is on tightly prior to taking your sample. If you feel that a container is suspect please call the lab for a replacement. Care should be taken to avoid contamination of the sample with dirt, or anything other than fresh tap water as you fill the container.*

3. Collecting the Mineral / Metals Sample:

Uncap **BOTH** bottles and fill to the shoulder with water. Screw the cap on tightly to ensure that they do not leak.

Fill to here



4. Information Sheet:

Fill out the information sheet completely and legibly, sign the bottom.

Samples will NOT be tested if:

- The sample is more than 30 hours old when received
- We detect chlorine
- The collection date and/or time is missing
- There is not 100 mLs in the bacteria bottle
- All 3 bottles are not filled

For a complete copy of our sample acceptance policy please visit our website at <http://allaboratory.com/pdfs/sampleacceptancepolicy.pdf>

5. Delivery Options:

- Hand-deliver your sample to 155 Center Street, Building C, Auburn, Maine 04210- samples should arrive on ice to maintain proper temperatures.
- Drop your sample off in the padded envelope that you received the test kit the same day it is collected at one of the free shipping locations on the back side of these instructions.
- Ship your sample in the padded envelope that you received the test kit in the same day it is collected by one of the following(costs vary by provider):
 - United States Postal Service – First Class Mail (Monday – Friday)
 - UPS – Ground Shipping (Monday-Thursday)
 - Courier Service

DO NOT mail samples on Saturday, Sunday or the day before a legal holiday.

If you have questions regarding these instructions please call (207) 784-5354.

Sample Acceptance Policy

Samples will be accepted by A&L Laboratory if they meet the following conditions:

- **The proper, full, and complete documentation must accompany the sample.** This is to include sample identification, the location, the date and time of collection, the collector's name, the type of preservation (if any), the type of sample, any remarks or comments concerning the sample. If required information is missing, the laboratory will attempt to contact the client to acquire the required information. When unable to acquire the necessary information, the final report will be qualified.
- **Proper sample labeling is required.** A unique identification and labeling system for samples utilizing durable (water-resistant) labels and the use of indelible ink. If the laboratory can't distinguish the identity of a sample, it will be rejected and the client will be notified.
- **The use of appropriate sample containers is required.** If the laboratory receives a sample and it is in an inappropriate container, the sample will be run, if possible, and qualified on the final report. If the sample can't be analyzed, it will be rejected and the client notified.
- **The adherence to specified holding times is required.** If the laboratory receives a sample that is out of hold time, than the sample will be rejected or analyzed and the final report will be qualified.
- **Adequate sample volume must be present to perform the necessary testing.** If the laboratory receives a sample with insufficient volume for the requested analysis, then the sample will be rejected and the client notified.
- **No signs of damage, contamination or inadequate preservation.** Samples will be qualified on the final report if the analysis can still be performed. If the analysis can't be performed, then the sample is rejected.

If a sample does not meet A&L Laboratory's Sample Acceptance Policy all deviations are noted on the chain of custody and the client is contacted immediately. If the client insists on continuing with analysis, all deviations from the Sample Acceptance Policy and the client's comments are qualified on the final report.

This Sample Acceptance Policy will be made available to all clients by being posted in the sample receipt area and available for viewing on the company website (www.alllaboratory.com).