**How do I collect a MICROBIOLOGY sample?**

1. **Sample Container**
   - Use the sterile container supplied with the kit.

2. **Sample Details**
   - Record on the printed label on the bottle:
     - **WATER EXAMINATION CONTAINER**
       - Sterile with Sodium Thiosulphate
       - **Sender no:** …
       - **Site Code:** …
       - **Point of Collection:** …
       - **Source:** …
       - **Collection Date:** 25/10/2013
       - **Time:** 9am
       - **Authority:** …
       - **Point of collection** (e.g. kitchen tap, bathroom)
       - **The date and time of collection**
       - **Your name**

   - Fill out the sample submission form.

3. **Precautions for Taking the Sample**
   - Keep the bottle closed until the sample is to be taken.
   - Take care to prevent contaminating the inside of the jar or lid.
   - If collecting a chemical sample as well, take the microbiology sample first.
   - Remove the lid only long enough to collect the sample.
   - Do not let the lid become contaminated while it is off the bottle.
   - Do not rinse the container before taking the sample.

4. **Collecting the Sample**
   - Let the water run for 2–3 minutes.
   - Reduce the water flow to prevent splashing.
   - Collect the sample, leaving at least 2.5 cm headspace to allow mixing of the sample at the laboratory.
   - A minimum volume of 150 mL is required.
   - Samples should be taken so that they arrive at the laboratory no later than a Thursday.

5. **Transporting Samples to the Laboratory**
   - **URGENT WATER SAMPLES**
     - Pack the samples into the insulated container provided together with the freezer bricks to keep samples cool (5±3°C) during transportation.
     - Seal the insulated container with tape and attach the address label to the cooler.
     - Send/deliver the sample(s) to NSW FASS so that testing may begin within 24 hours of collection.