

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	
The sample number (1, 2, 3 etc.)	Sender no: 1	Point of collection (e.g. kitchen tap, bathroom)	Point of Collection: Kitchen tap
	Site Code:		Source:
Your name	Collection Date: 28/10/2013	The date and time of collection	Time: 9am
	Authority: L A Murray		

- 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

Delivery Address

NSW Forensic & Analytical Science Service
480 Weeroona Road
LIDCOMBE NSW 2141

FRAGILE

- Pack the samples into the insulated container provided together with the freezer bricks to keep samples cool ($5\pm 3^{\circ}\text{C}$) 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.

For further information, refer to "Guide for Submitting Water Samples to the Division of Analytical Laboratories for Analysis": http://www.health.nsw.gov.au/publichealth/environment/water/drinkwater_nsw.asp