



K & W Laboratories
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Midland, North Carolina 28107

Contact us :
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System Name: _____ NC PWS ID#: _____ Cty. _____

Sample Type: Distribution Source Special/Non Compliance

Sample Collection

Tap Location: _____ Location Code: _____
(Where sample collected. ex. Kitchen - 3 bay sink, mens restroom, ect.) (Three digit code assigned to tap location)

Street Address: _____ City: _____
(Address where samples were collected)

Collected By: _____ Is this site owned by the system? Y / N

Date Collected: _____ Time Collected: _____ AM / PM
mm/dd/yyyy hh:mm

Do you use disinfection? Yes No

If so, what type? Chlorine Chloramines

Disinfection Readings (mg/l): Free Residual _____
Total Residual: _____

Instruction on Sample Collection:

For Bacteriological (Coliform) Sample: Use only the bottle supplied by the laboratory. The bottle contains sodium thiosulfate, a dechlorinating agent; do not rinse the bottle. If a white crystalline material or small amount of liquid is visible inside the bottle, it is the sodium thiosulfate and is a normal condition. If the bottle is damaged or the lid is loose, do not use the bottle; contact this laboratory for a replacement. The sample bottle mouth should never come in contact with the faucet. Never collect a sample from a hose or any other attachment fastened to a faucet. Do not lay the sample container lid down, splatter water on the lid or container. Never touch the inside of the container or lid. If anything other than water comes in contact with the inside of the lid or bottle, contact the lab for a replacement bottle.

Distribution System Samples - must be collected from taps (preferably bathroom or kitchen taps) located within your distribution system. Samples should not be taken from drinking fountains or hydrants. Do not sample from taps that are leaking around the handle shaft. Do not collect distribution system samples from a well house or storage tank.

Source Water Samples - must be collected from the sampling tap in the well house, prior to any treatment. If you do not have a sampling tap at the well and provide disinfection to the water you serve, you must install a tap to be able to collect a raw water source sample. If you do not have a sampling tap and do not disinfect, you are encouraged to install one or you may collect a source sample, when required, at the tap nearest to the well, mark it as "Source Water" on the form and indicate the State three-digit Facility ID of the well.

Before taking the sample, remove any strainers, aerators, washers and filtration devices from the tap and then disinfect the tap. You may disinfect the tap with rubbing alcohol, diluted bleach or by flaming the tap with a propane torch (after making sure the flaming will not damage the faucet). If flaming, flame until any water on the tap is driven off. The tap does not need to be heated until the metal changes color.

After you disinfect the tap, let the water run from the tap for five (5) minutes. If the tap supplies hot and cold water, flush the hot side for two (2) minutes and then the cold side for three (3) or more minutes. Fill the sample collection bottle to the 100 mL mark, but do not fill the bottle completely; leave a required 1/2 to 3/4 inch air space at the top of the bottle. This space allows the sample to be shaken properly at the lab.

Place the samples and completed collection form in the shipping container. Forward all samples to the laboratory immediately after collection.

Samples must be analyzed within 30 hours of collection, so it is important that they be sent by overnight mail or hand delivered so that this time limit is not exceeded