

Appendix F: Collection and Submission of Water Samples

- 1) Important Information to Review Prior to the Collection of Water Samples**
- 2) Collection and Submission of Water Samples for Bacteriological Examination**
- 3) Lab Form 507**

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Important information to review prior to the collection of water samples

Water collection procedures and water submission times vary per suspected pathogen and technique used by the Kentucky Department for Public Health (KDPH), Division of Laboratory Services (DLS). For this reason, **the DLS must be consulted before any water samples are collected or submitted** in a waterborne illness outbreak.

DLS Phone Number: 502-564-4446

When investigating a waterborne illness outbreak, the collection and submission guide for bacteriological examination is a general guide for testing recreational water or private water supplies, which includes wells or cisterns. The DLS will test the water samples for coliforms. These are indicator organisms only, which suggest the water is contaminated with fecal material.

When a specific pathogenic bacteria or parasite is suspected as the cause of a waterborne outbreak, approval should be obtained from the Environmental Management Branch at (502) 564-4856 and the Division of Epidemiology and Health Planning, Infectious Disease Branch, Reportable Disease Section at (502) 564-3261 before collection of any water samples. Once approval is given, contact the DLS at (502) 564-4446 for guidelines on the collection and submission of water samples based on the suspected pathogen.

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Collection and Submission of Water Sample for Bacteriological Examination

Collection and Submission of Water Sample for Bacteriological Examination



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Prevent. Promote. Protect.

Supplies Needed for Water Sample Collection

1—Sterile, clear plastic sample bottle containing Sodium Thiosulfate Tablet or Powder	1—Zip seal bag	1— Styrofoam mailer 1— Mailing label/seal	1—Submission Form LAB 507

Collection

	1. Identify sample source, Authorized Collector and Sanitarian ID, Date and Time of Collection, Owner/Occupant, County, and Submitter ID on sample form (LAB 507) to be entered into the Division of Laboratory Services' OUTREACH system at http://chfs.ky.gov/dph/info/lab .	
	2. Select a tap or hose bib which has been in use and does not leak. Do not sample from a drinking fountain or gate valve or at a swivel faucet. Remove all attachments from sample tap prior to sampling.	
	3. Flush tap for 2-5 minutes before collecting sample. Do not flush tap if source of contamination is suspected to be within the lines of the sampling site.	
	4. Fill the sample bottle to the 100 mL line and close the bottle securely.	
	5. Check the bottle for leaks by shaking and inverting several times.	
	6. Insert water bottle in the zip seal bag provided with the water sample kit and seal.	
	7. Enter information from LAB 507 form into OUTREACH. Print electronic submission form to be submitted in Styrofoam mailer with sample. If OUTREACH can not be accessed and electronic form can not be printed and sent with sample, submit LAB 507 form with sample.	
	8. Place bag and copy of electronic water sample form in the Styrofoam mailer.	
	9. Remove backing from mailing label and seal Styrofoam mailer along the short axis.	
	10. Swimming pools and Beaches require 1 (one) 100 mL sample. Testing that will include Pseudomonas, such as for Public spa, whirlpool, hot tub or other therapeutic pool requires 2 (two) 100 mL samples. These can be sent along with the complete form in an appropriate size box to lessen the cost of postage.	
	11. Samples must arrive in the laboratory within 30 hours of collection. Samples requiring chain of custody precautions are to be iced and taken to the nearest certified laboratory within 6 hours of collection. Recommend sample collection on Monday, Tuesday, or Wednesday only and mail the same day.	

10/2013

If you have any questions about collection or submission of water samples, contact the Kentucky Division of Laboratory Services at (502) 564-4446.

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COLLECTION AND SUBMISSION OF WATER SAMPLES

Lab Form 507

LAB 507
REV. 7/2012

<p align="center"> KY Division of Laboratory Services 100 Sower Blvd., North Loading Dock, PO Box 2020 Frankfort, Kentucky 40602-2020 Phone: 502/ 564-4446 Fax: 502/ 564-7019 Stephanie K. Mayfield Gibson, MD, FCAP, Director </p>		<p align="center"> Water Bacteriology Analysis Report </p>	
<p align="center"><i>(Please complete a separate form for each sample.)</i></p>			
Authorized Collector: _____ Collectors Phone #: _____ Sanitarian Number: _____ Collection Date: _____ Collection Time: _____ Occupant or Owner: _____ Request Identifying No: _____ Site No.: _____ Sample No.: _____ Sample Seq. No: _____ County: _____ Submitter (Use LHN Site#): _____			
<input type="checkbox"/> Drinking Water <input type="checkbox"/> Recreational Waters <input type="checkbox"/> Spas/Therapeutic Pools			
<input type="checkbox"/> Check here if accompanied by Chain-of-custody form			
Collector's Remarks:			
Laboratory Findings:			
Date & Time Received	Laboratory Number	Date & Time Reported	Technologist