

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.

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



Kentucky Public Health
Prevent. Promote. Protect.

Supplies Needed for Water Sample Collection

 <p style="text-align: center;">Sterile, clear plastic sample bottle containing Sodium Thiosulfate Powder inside Zip seal bag with absorbent</p>	 <p style="text-align: center;">Refrigerated Cooler with Ice Pack</p>	 <p style="text-align: center;">Outreach Lab Form or Lab Form 507</p>
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	<ul style="list-style-type: none"> ☞ Check expiration date on water collection bottle. Samples will not be tested if they do not have an expiration date on the bottle or it is expired. ☞ Samples not requiring chain of custody precautions must arrive in the laboratory within 30hrs of collection and are to be kept at <8°C during transport. Use FedEx label provided. Recommend sample collection on Monday, Tuesday, or Wednesday and mail the same day. ☞ Samples requiring chain of custody precautions must arrive in the laboratory (DLS or another certified laboratory) within 6hrs of collection and are to be kept at <8°C during transport.
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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 25 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 with absorbent provided with the water sample kit and seal.
7. Place sample bag/s on top of frozen ice pack in cooler and replace styrofoam lid.
8. Place printed OUTREACH form on top of styrofoam cooler lid.
9. Seal box and place mailing label on top.





Swimming pools and Beaches require 1 (one) 100 mL sample. Testing that will include Pseudomonas, for Public spas, whirlpool, hot tub or other therapeutic pools requires 2 (two) 100 mL samples.

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

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Lab Form 507

LAB 507
REV. 9/2018

<p>KY Division of Laboratory Services 100 Sower Blvd. Suite 204 Frankfort, Kentucky 40601 Phone: 502/ 564-4446 Fax: 502/ 564-7019</p>	 <p>Kentucky Public Health <small>Protect. Promote. Prevent.</small></p> <p>Water Bacteriology Analysis Report</p>		
<p><i>(Please complete a separate form for each sample.)</i></p>			
<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#): _____</p>			
<p><input type="checkbox"/> Drinking Water <input type="checkbox"/> Recreational Waters <input type="checkbox"/> Spas/Therapeutic Pools</p>			
<p><input type="checkbox"/> Check here if accompanied by Chain-of-custody form</p>			
<p>Collector's Remarks:</p>			
<p>Laboratory Findings:</p>			
Date & Time Received	Laboratory Number	Date & Time Reported	Technologist

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APPENDIX F

Note: For bacteriological and chemical water analyses, all samples must be collected and submitted by authorized collectors. Samples not requiring chain of custody precautions must arrive in the laboratory within 30hrs of collection and are to be kept at <8°C during transport. Use FedEx label provided. Recommend sample collection on Monday, Tuesday, or Wednesday and mail the same day. Samples requiring chain of custody precautions must arrive in the laboratory (DLS or another certified laboratory) within 6hrs of collection and are to be kept at <8°C during transport. If you have any questions about submission of water samples, contact DLS at 502-564-4446.

WATER BACTERIOLOGICAL ANALYSIS

DLS Department:	Environmental Microbiology
OUTREACH Test Code:	WATERB
Includes:	Total coliform count and E. coli
Methodology:	LTB/BGGB(SM9921D), Colilert(SM9223B)
Availability:	M-TH
Turn-around-Time:	Recreational and Drinking water- 24-48 hours Water from dairies- 2-4 days
Specimen Requirements:	Recreational water, Drinking water from private supplies, Water from dairies. Follow registered sanitarians protocols.
Collection Kit/Container:	100ml Collection bottle containing sodium thiosulfate
Collection and Packaging Instructions:	https://chfs.ky.gov/agencies/dph/dls/Pages/default.aspx Water Sample Collection
Specimen Handling and Transport:	Transport within 30hrs of collection on cold packs.
Unacceptable Conditions:	> 30 hours post collection on all waters <100ml, Expired collection bottle
Results Include:	Acceptable limits for drinking water: <1 per 100ml (none detected)
Additional Comments:	