

# Aquatek

LABS

## WATER ANALYSIS REQUISITION INSTRUCTIONS

### GUIDELINES FOR REQUISITION SHEET:

Please read the entire requisition sheet before starting. Begin by filling in general information in Part 1. Continue with Part 2 by checking off the tests desired and collecting the necessary samples in accord with the directions provided. Finally, complete all entries in Part 3, *Samplers Certification*. **NOTE:** Test results cannot be used to fulfill EPA and State regulations and requirements for private water wells unless all sections of Part 3 are completed at the time of sampling.

### GUIDELINES FOR ALL SAMPLE COLLECTIONS:

- Wash hands prior to collection.
- Sample from a non-leaking, inside cold-water tap.
- Try to avoid drawing from cold/hot mixing faucets or from a hose.
- Remove attachments such as aerators or screens from faucet.
- Run the cold water for at least five minutes prior to collection, except for first draw lead and first draw copper samples, as well as radon in water collection.
- Deliver sample(s) to the laboratory as soon as possible, no later than 24 hours from collection.

### BACTERIA BOTTLE COLLECTION:

Container: one 120 mL Sterile plastic bottle

- (a) Run cold water for at least five minutes prior to collection.
- (b) Remove and discard the plastic tamper-evident shrink band. Remove cap from the bottle taking care not to touch inner surface, which would contaminate the sample.
- (c) Without rinsing the bottle, collect water to a level above the fill line and replace cap.
- (d) **IMPORTANT:** Refrigerate immediately. Unrefrigerated samples cannot be analyzed for bacteria.

### NON-METALS BOTTLE COLLECTION:

Containers: one 120 mL plastic bottle

- (a) Run cold water for at least five minutes prior to collection.
- (b) Fill the non-metals bottle to the top and recap securely. **Refrigerate immediately.**

### METALS BOTTLE COLLECTION:

Containers: one 200 mL plastic bottle for metals

\*\*\* one 1-liter white plastic bottle if sampling a First Draw Lead/Copper \*\*\*

- (a) Run cold water for at least five minutes prior to collection.
- (b) Fill bottle to the top and recap securely.

\*\*\* If you wish to obtain a **FIRST** (morning) **DRAW** to evaluate lead leached from local plumbing by standing water, **DO NOT RUN** water or flush system prior to collection for at least six hours. \*\*\*

### **RADON WATER COLLECTION:**

Containers: Single or Dual 25 mL glass vial(s)

1. If present, remove aerator or other restrictive devices from faucet nozzle.
2. At moderate rate, run cold water to waste for at least 15-20 minutes, or sufficient time so that the sample is representative of the water in the well and of daily use.
3. Run water into a clean deep bowl or pan until full to overflowing.
4. With water still running, raise the pan to completely submerge the faucet nozzle. (This is done to minimize agitation and subsequent loss of radon.)
5. Allow water to run in this configuration for at least one minute.
6. **With the faucet nozzle still submerged**, turn water **off**.
7. Place pan of water on a flat surface and immediately use the vial provided to sample the water in the following manner. Note: work as quickly as possible to minimize the escape of radon from the water into the air.
  - (a) Holding the uncapped vial open-end-down, carefully submerge it vertically into the pan of water.
  - (b) Slowly tilt the vial while **underwater** so that it gradually fills completely with water.
  - (c) **With the vial still submerged**, carefully secure screw on cap. Should rubber liner become detached from cap, reinsert shiny side up.
  - (d) Lift vial out of the water, turn upside down and check for air bubble(s). If there is a bubble, discard all the water in the vial and the pan and repeat the entire collection procedure. **THERE SHOULD BE NO AIR IN THE VIAL FOR ACCURATE RESULTS.**
  - (e) Return the sample within 24 hours of collection.

### **VOLATILE ORGANIC CHEMICALS (VOCs):**

Containers: two 40 mL glass vials preserved with ascorbic acid and maleic acid

- (a) Run cold water for at least five minutes prior to collection.
- (b) Turn water flow down to a very slow rate.
- (c) Open vial and begin filling.
- (d) Allow the water to fill slightly above the top of vial. Do not overfill excessively.
- (e) While keeping the vial as still as possible, turn the water off and replace the cap on the vial.
- (f) Invert the vial. **If any air bubbles are seen in the vial, DO NOT DISCARD the water because the preservative will be discarded.**
- (g) Fill second vial using same procedure.
- (h) Refrigerate vials immediately following collection.

### **PESTICIDES:**

Containers: four 40 mL glass vials

- (a) Run cold water for at least five minutes prior to collection.
- (b) Turn water flow down to a very slow rate.
- (c) Open vial and begin filling.
- (d) Allow the water to fill slightly above the top of vial. Do not overfill excessively.
- (e) While keeping the vial as still as possible, turn the water off and replace the cap on the vial.
- (f) Invert the vial. **If any air bubbles are seen in the vial, DISCARD the water and try again.**
- (g) Fill the remaining vials using same procedure.
- (h) Refrigerate vials immediately following collection.