

# How to Take a Water Sample

**Water samples must be returned to the lab within 30 hours of the time they were collected. Fox Valley QC Lab is open Monday thru Friday, please plan accordingly for weekends and holidays.**

*Before starting, it is advisable to put a pail, tray, or other container under your sample faucet to catch the running water.*

## Locating and Preparing the Sample Faucet

1. Locate your water pressure tank. The sample faucet located next to the pressure tank is the best source for obtaining a sample. Any other rigid, metal faucet will also work. Do not take a sample through a hose or plastic fitting of any kind.
2. Remove any faucet screens or attachments. Wash hands thoroughly with soap and water. *Note: Do not sample from faucets with an aerator unless the aerator assembly has been removed, or from swing faucets unless they are clean and dry at the base.*
3. Turn on your bathtub's cold water and allow to run during the entire sampling process (approximately 15 minutes). Turn on the water at your sample faucet and allow to run for at least 5 minutes. This step is needed to flush out your well and allow the well pump to run.

## Obtaining the Water Sample

5. Remove the cover from the sample bottle, being careful not to touch the inside of the cover or the mouth of the bottle.
6. Fill the sample bottle to 1" from the top. Do not overfill the bottle or rinse out the chemical in the bottle. The chemical is harmless but necessary for the analysis procedure. Replace cap securely. *Repeat step 6 if your sample kit contains multiple bottles.*

## Completing Paperwork and Packing/Returning the Water Sample

7. Complete the lab slip, sample bottle label and container label as fully as possible and place in the return packaging with the sample bottle(s).
8. Place sample and paperwork in the pre-addressed shipping containers and send back.