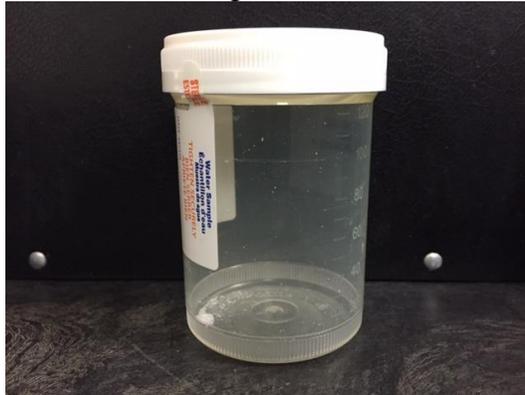


## Water Sampling Instructions

1. MCL must receive the sample within 24 hours of collection. Collect sample as close to pick up time as is possible.
2. If you are shipping the water sample, it must be shipped on the same day that it is collected for **overnight delivery**, Monday through Thursday only. Collect sample as close to UPS/FedEX pick up time as is possible.
3. Choose location to take water sample. Do not choose leaking faucets. Remove any screens or splash guards.
4. Wash hands thoroughly and sanitize the outside of the faucet with sanitizer.
5. Turn on faucet and run water for at least 1 minute before taking sample.
6. Label the bottle with the location and time the sample was collected. Fill provided container (do not rinse, do not remove sodium thiosulfate tablet) **just above the 100mL line** marked on the container and securely tighten the lid. Sometimes the sodium thiosulfate tablet is broken or there might be moisture inside, however the bottle is still good to use. **Do not freeze the water sample.**



7. If testing an ice sample, fill a whirlpak bag with as much ice as possible. Open a sample container with a sodium thiosulfate tablet in it and pour the tablet into the whirlpak bag full of ice. Make sure to tightly seal the Whirlpak bag and if possible put the ice sample inside an additional whirlpak or Ziploc bag in case of leaks.
8. Fill out the MCL Analysis Request Form completely with sample information which includes sample location, date and time. Please write legibly. Put the analysis request form in a Ziploc bag to protect it.
9. If shipping, place the water sample with a frozen ice pack and the Analysis Request Form in a Styrofoam shipping box, and use the below address:

**Micro-Chem Labs**  
**711 6<sup>th</sup> Ave N, Suite 100**  
**Seattle, WA 98109**