

FARM NAME \_\_\_\_\_

Doc.No. **2.35**

Title: **Protocol for Collecting Water Samples\***

Effective Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ GAP Coordinator, Date: \_\_\_\_\_

1. Do not open the sampling bottle until just before taking the water sample.
2. Be careful not to contaminate the inside of the sample bottle.
3. Collect samples in sterilized bottles. If necessary, ensure the sample container contains sodium thiosulfate. Contact the laboratory for instructions.
4. Use a new pair of gloves for each sample taken.
5. The time between collection and the start of the analysis should not exceed 24 hours.
6. **Sampling Procedure:**
  - a. Using the water resistant marker, record the following information on an unopened sample bottle: date, sample location and sampling time.
  - b. Proceed to sample area.
  - c. Put on rubber gloves before opening the sample bottle.
7. **Distribution System**
  - a. If the water is to be taken from a distribution system, select a tap that is supplying water directly connected to the main system.
  - b. Use an alcohol wipe to disinfect the tap.
  - c. Open the tap fully and let the water run for 3-5 minutes or until the line is completely flushed.
  - d. Fill the container to the fill line on the sample bottle. If sodium thiosulfate is used, do not let the container overflow.
8. **Rivers, Lakes, Streams, Reservoirs, etc.**
  - a. Do not take samples too near the bank or too far from the point of drain off, or at a depth above or below the drain off point. Samples should be representative of the water that is used as the source of supply to consumers.
  - b. Hold the sample bottle by its base and plunge into the water source with the neck of the bottle facing down.
  - c. Slowly turn the bottle upward allowing the bottle to fill and cap the bottle tightly.
9. **Transportation**
  - a. Place the samples in a cooler and add a sufficient amount of gel ice packs to keep the samples cool during transportation to the laboratory.
  - b. Ship the samples for overnight delivery to the laboratory, or hand deliver to laboratory within 24 hours from the time of sampling.

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