

United States  
Environmental  
Protection Agency

Region 8 Laboratory  
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# Quick Guide To Drinking Water Sample Collection



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## **Disclaimer**

This document provides a general summary of techniques used by EPA Region 8 Laboratory staff for the collection of chemistry samples for drinking water analysis. Other approaches to sample collection may be acceptable or desirable under given conditions. This document is intended as a refresher for those already trained in sample collection. The user is urged to check with the laboratory performing the analysis to ensure that the bottles, preservatives, and holding times which are to be employed are compatible with the methods used by the laboratory.

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# General Sampling Procedures

This summary document is designed to be used by personnel trained in the collection of drinking water samples and handling of sample preservatives. Follow the procedures described below to assist in the collection of an acceptable sample and to maintain the integrity of the sample after collection.

1. Prepare a Sampling and Analysis Plan (SAP) which describes the sampling locations, numbers and types of samples to be collected, and the quality control requirements of the project.

2. Check with the laboratory before collecting samples to ensure that sampling equipment, preservatives, and procedures for sample collection are acceptable. It is best to obtain sampling supplies directly from the laboratory performing the analyses. Gather all equipment and supplies necessary for the project.



3. The acids and bases used in preservation of many types of samples described in this document are dangerous and must be handled with care. Always wear gloves and eye protection when handling preservatives. When opening a preservative bottle, particularly a glass ampoule, break open the ampoule away from your self and others. Have acid/base neutralization supplies (baking soda) on hand in the event of a spill.

4. Collect samples in an area free of excessive dust, rain, snow or other sources of contamination.

5. Select a faucet for sampling which is free of contaminating devices such as screens, aeration devices, hoses, purification devices or swiveled faucets. Check the faucet to be sure it is clean. If the faucet is in a state of disrepair, select another sampling location.



6. Collect samples from faucets which are high enough to put a bottle underneath, generally the bath tub or kitchen sink, without contacting the mouth of the container with the faucet.

7. If you are collecting a first-flush sample for lead/copper, allow the water to run just a bit before collecting the sample but do not flush the lines as you want to collect a sample which has been in contact with the distribution system pipes for at least six hours.
8. If you are collecting other types of samples, open the faucet and thoroughly flush. Generally 2 to 3 minutes will suffice, however longer times may be needed, especially in the case of lead distribution lines. Generally, the water temperature will stabilize which indicates flushing is completed. Once the lines are flushed, adjust the flow so it does not splash against the walls of the bathtub, sink or other surfaces.
9. Follow the collection instructions provided for the analytes of interest described on the following pages. Wear eye protection and gloves if you are handling containers with acidic/basic preservatives and when you are collecting samples.
10. Use a sample tag to record the site location, name of the sampler, date and time of collection, method of collection, type of analysis to be completed, and preservative in use. Attach the sample tag to the bottle.

| Project Code         | Station No. | Month/Day/Year     | Time | Analyst |
|----------------------|-------------|--------------------|------|---------|
| Method of Collection |             | Sampling Equipment |      |         |
| ANALYTES             |             | PRESERVATIVE       |      |         |
| DATE                 |             | TIME               |      |         |
| SAMPLER              |             | LABORATORY         |      |         |
| ANALYST              |             | DATE               |      |         |
| STATION              |             | PROJECT            |      |         |
| CITY                 |             | STATE              |      |         |
| COUNTRY              |             | CONTAINER NO.      |      |         |
| ANALYST SIGNATURE    |             | DATE               |      |         |

11. Fill out the chain of custody form with the sample collection information.



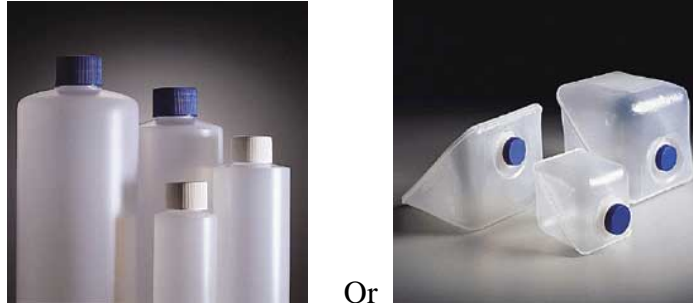
12. Deliver or ship samples to the laboratory to ensure that holding times are met.



13. Return empty preservative containers to the laboratory for proper disposal.

# SAMPLING FOR ASBESTOS

## Bottles to Use



Plastic or glass bottles may be used but plastic is preferred.

## Preservative to Use

**Cool to  $\leq 4$  °C ( $\leq 39.2$  °F)**

## Holding Times

**48 Hours**

## Sampling Instructions

Check with the laboratory but generally 1 L is required for analysis. Wear gloves and eye protection when collecting samples. Rinse the bottle and cap three times with sample water and fill the bottle to within one to two inches from the top. Place the sample into a cooler with ice for immediate delivery or shipment to the laboratory.

# **SAMPLING FOR BIOLOGICAL CONTAMINANTS**

**Total coliforms; Fecal coliforms; *E. coli*;  
Enterococci; Heterotrophic Bacteria; or Coliphage**

## **Bottle to Use**



Sterile 125 mL plastic bottles must be used.

## **Preservatives to Use**

**Sodium Thiosulfate if sample is chlorinated**

and

**Cool to <10 °C (<50 °F) for source water and groundwater samples (recommended for drinking water as well) but do not allow samples to freeze**

## **Holding Times**

**Holding times are generally very short - 8 hours for source water samples, 30 hours for drinking water samples, 48 hours for coliphage samples. Deliver samples to the lab the day of collection if possible or ship via overnight delivery.**

## **Sampling Instructions**

Wear gloves when collecting samples. Do not rinse the bottles. The bottles are sterile so care must be taken not to contaminate the bottle or cap. Once the distribution line is flushed and the flow reduced, quickly open the bottle (but do not set the cap down), hold the cap by its outside edges only, and fill the sample bottle to just above the 100 mL line leaving a one inch headspace. Cap the bottle immediately and place it into a cooler with ice for delivery or overnight shipment to the laboratory.

# **SAMPLING FOR BIOLOGICAL CONTAMINANTS**

*Giardia* and *Cryptosporidium*  
using EPA analytical Methods 1622 or 1623  
without filtration in the field

## **Bottle to Use**



Plastic cubitainers or equivalent which can hold 10 L samples are used.

## **Preservatives to Use**

**Cool to  $\leq 8\text{ }^{\circ}\text{C}$  ( $\leq 46.4\text{ }^{\circ}\text{F}$ ) but do not freeze**

## **Holding Time**

**96 hours**

## **Sampling Instructions**

This method of sample collection is acceptable for EPA analytical methods 1622 and 1623 when sending water samples in to the laboratory without filtering in the field. Talk to the lab to determine if this collection procedure is acceptable for the analytical method they plan to perform. Wear gloves when collecting samples. Rinse the sample bottle three times and fill the bottle completely to ensure 10 liters are collected. Place the sample into a cooler with ice for immediate delivery or shipment to the laboratory.



## TOTAL COLIFORM RULE

*Quick view of requirements*

| Monthly Routine Sample | Test Results | Repeat Samples |                     | # of Samples Next Month | Violation            |
|------------------------|--------------|----------------|---------------------|-------------------------|----------------------|
|                        |              | Quantity       | Test Results        |                         |                      |
| <b>1 sample*</b>       | TC-          | 0              | NA                  | 1                       | NONE                 |
|                        | TC+          | 4 per TC+      | TC-                 | 5                       | NONE                 |
|                        | TC+ & EC+    | 4 per TC+      | TC-                 | 5                       | NONE                 |
|                        | TC+ /EC-     | 4 per TC+      | 1 or more TC+       | 5                       | <b>MONTHLY MCL**</b> |
|                        | TC+ & EC+    | 4 per TC+      | 1 or more TC+       | 5                       | <b>ACUTE MCL***</b>  |
|                        | TC+          | 4 per TC+      | 1 or more TC+ & EC+ | 5                       | <b>ACUTE MCL***</b>  |

TC- Total Coliform negative or **SAFE** sample result

TC+ Total Coliform positive or **UNSAFE** sample result

EC+ E coli or Fecal positive or **UNSAFE** sample result

MCL Maximum contaminant level

\* Systems collecting one routine must collect 4 repeats per TC+. Systems collecting more than one routine must collect 3 repeats per TC+

\*\* Notify EPA within 24 hours and post public notice within 30 days

\*\*\* Notify EPA immediately and issue BOIL WATER ADVISORY within 24 hours

### AVOID THESE SAMPLING SITES FOR TOTAL COLIFORM, IF POSSIBLE

#### ◆ OUTDOOR FAUCETS

◆ FAUCETS CONNECTED TO CISTERNS, SOFTENERS, PUMPS, PRESSURE TANKS OR HOT WATER HEATERS

◆ NEW PLUMBING & FIXTURES OR THOSE REPAIRED RECENTLY

◆ FAUCETS THAT HOT & COLD WATER COME THROUGH

◆ THREADED TAPS

◆ SWING SPOUTS

◆ FAUCETS POSITIONED CLOSE TO SINK OR GROUND

◆ LEAKY FAUCETS

### SOME TIPS ON COLLECTING SAMPLES

- REMOVE ANY ATTACHMENTS ON THE FAUCET
- ALLOW WATER TO FLOW FOR 5 OR 6 MINUTES BEFORE SAMPLING
- DO NOT RINSE OR OVERFILL CONTAINER
- ALWAYS COLLECT COLD WATER; NEVER SAMPLE HOT WATER
- DO NOT TOUCH THE INSIDE OF THE SAMPLE BOTTLE OR ITS CAP

# **SAMPLING FOR CLASSICAL CHEMISTRY CONSTITUENTS INCLUDING UNPRESERVED NUTRIENTS, ANIONS, AND OTHER ANALYTES AS LISTED (IOCs)**

Acidity, Alkalinity, Asbestos, Biological Oxygen Demand, Bromate, Chloride, Chlorite, Color, Conductivity, Fluoride, Foaming Agents, Nitrate, Nitrite, Odor, o-Phosphate, Phosphorous, Residues, Silica, Sulfate, Surfactants, Total Dissolved Solids, Total Suspended Solids, Turbidity

## **Bottles to Use**



Plastic or glass bottles may be used but plastic is preferred.

## **Preservative to Use** **Cool to $\leq 4$ °C ( $\leq 39.2$ °F)**

## **Holding Times**

**Most of these analytes have short holding times. Deliver samples to the lab the same day if possible or ship via overnight delivery. Check with the lab regarding the holding times for the specific analytes of interest.**

## **Sampling Instructions**

Check with the laboratory on the sample volume required for analysis. Wear gloves and eye protection when collecting samples. Rinse the bottle and cap three times with sample water and fill the bottle to within one to two inches from the top. Place the sample into a cooler with ice for immediate delivery or shipment to the laboratory.

# **SAMPLING FOR CLASSICAL CHEMISTRY CONSTITUENTS AND NUTRIENTS REQUIRING ACID PRESERVATION AS LISTED (IOCs)**

Ammonia; Nitrate+Nitrite Combined; Kjeldahl and Organic Nitrogen;  
Total Phosphorus;

## **Bottles to Use**



Or

Plastic or glass bottles may be used but plastic is preferred.

## **Preservative to Use**

**Sulfuric Acid ( $\text{H}_2\text{SO}_4$ ) to pH < 2**

## **Holding Times**

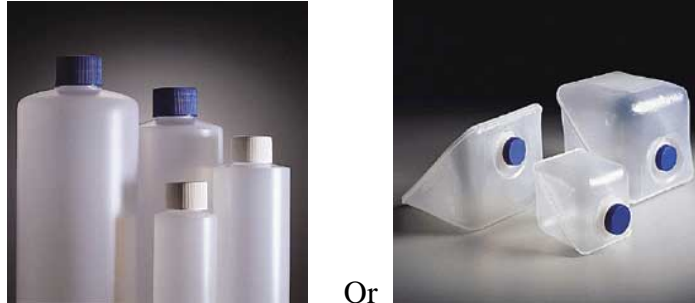
**28 days**

## **Sampling Instructions**

Check with the laboratory on the sample volume required for analysis. Wear gloves and eye protection when handling acids and while collecting samples. If the bottle contains a preservative, do not rinse the bottle. If the preservatives are not included in the bottle, rinse the bottle and cap three times with sample water, fill the bottle, and then carefully add the preservatives following the instructions provided by the laboratory. The bottle should be filled to within one to two inches from the top. Deliver or ship the sample to the laboratory.

# SAMPLING FOR CYANIDE (IOC)

## Bottles to Use



Plastic or glass bottles may be used but plastic is preferred.

## Preservatives to Use

**0.6 g Ascorbic Acid if sample is chlorinated.**

and

**Sodium Hydroxide (NaOH) to pH >12**

and

**Cool to  $\leq 4$  °C ( $\leq 39.2$  °F)**

## Holding Time

**14 days**

## Sampling Instructions

Check with the laboratory on the sample volume required for analysis. Wear gloves and eye protection when handling acids and other preservatives and while collecting samples. If the bottle contains a preservative, do not rinse the bottle. If the preservatives are not included in the bottle, rinse the bottle and cap three times with sample water, fill the bottle, and then carefully add the preservatives following the instructions provided by the laboratory. The bottle should be filled to within one to two inches from the top. Place the sample into a cooler with ice for delivery or shipment to the laboratory.

# **SAMPLING AND COLORIMETRIC ANALYSIS FOR DISINFECTANT RESIDUALS**

Free Chlorine, Combined Chlorine, Chloramines, Total Chlorine,

## **Bottles to Use**



Glass test tubes are generally used.

## **Preservative to Use**

**None**

## **Holding Times**

**Analyze Immediately On-Site**

## **Sampling and Analysis Instructions for the DPD**

### **Colorimetric Methods**

Several methods are approved for analysis of disinfectant residuals. A common method is the DPD Colorimetric Method (*Standard Methods*, 18<sup>th</sup> edition or later 4500-Cl G). Test kits for the DPD method are available commercially. The analyst should follow the specific directions provided with the test kit.

In general, the analyst will need to measure out a known volume of sample using a test tube or flask provided with the kit and will need to add the DPD reagents in the order described, wait a specific reaction time, and then measure the pink color that develops in the sample. The intensity of the pink color that develops after the addition of a reagent is measured using a spectrophotometer or a color comparator and relates directly to the amount of disinfection residual present in the sample.

## **Example Test Kits**



# **SAMPLING FOR HALOACETIC ACIDS (HAA5s)**

Monochloroacetic Acid, Dichloroacetic Acid, Trichloroacetic Acid,  
Monobromoacetic Acid, Dibromoacetic Acid

## **Bottles to Use**



Glass bottles must be used.

## **Preservatives to Use**

**Ammonium Chloride**

and

**Cool to  $\leq 4$  °C ( $\leq 39.2$  °F) but do not freeze and keep samples in  
the dark**

## **Holding Times**

**Holding times are either 14 or 28 days depending upon the  
laboratory method in use.**

## **Sampling Instructions**

Check with the laboratory on the sample volume required for analysis. Wear gloves and eye protection when handling acids and other preservatives and while collecting samples. Do not rinse the bottle. If the preservatives are not included in the bottle, carefully add the preservatives following the instructions provided by the laboratory. Fill the bottle to within one to two inches from the top. Place the sample in a cooler with ice for delivery or shipment to the laboratory.

## **SAMPLING FOR METALS (IOCs)**

Antimony, Arsenic, Barium, Beryllium, Cadmium, Calcium, Chromium V, Magnesium, Manganese, Mercury, Nickel, Selenium, Sodium, Silver, Thallium, Lead, Copper, Zinc, and others

### **Bottles to Use**



Plastic or glass bottles may be used but plastic is preferred.

### **Preservative to Use**

**Nitric Acid (HNO<sub>3</sub>) to pH <2**

### **Holding Times**

**28 days for mercury, 6 months for other metals**

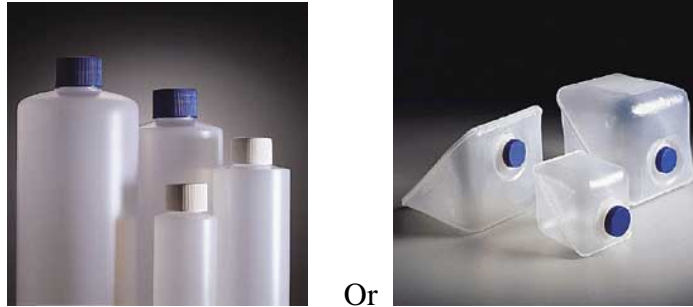
### **Sampling Instructions**

Check with the laboratory on the sample volume required for analysis. Wear gloves and eye protection when handling acid and while collecting samples. If the bottle contains a preservative, do not rinse the bottle. If the preservatives are not included in the bottle, rinse the bottle and cap three times with sample water, fill the bottle, and then carefully add the preservatives following the instructions provided by the laboratory. The bottle should be filled to within one to two inches from the top. Deliver or ship the samples to the laboratory.

# **SAMPLING FOR RADIONUCLIDES**

Gross Alpha, Gross Beta, Strontium-89, Strontium-90, Radium-226, Radium-228, Cesium-134, Iodine-131, Tritium, Uranium, Photon emitters

## **Bottles to Use**



Plastic or glass bottles may be used but plastic is preferred.

## **Preservatives to Use**

**Hydrochloric Acid (HCl) or Nitric Acid (HNO<sub>3</sub>) preservation for all analytes except Iodine-131 and Tritium which do not require acid preservation. For Cesium-134, only HCl may be used as a preservative.**

## **Holding Times**

**8 days for Iodine-131, 6 months for all other radionuclides**

## **Sampling Instructions**

Check with the laboratory on the sample volume required for analysis. Wear gloves and eye protection when handling acids and other preservatives and while collecting samples. If the bottle contains a preservative, do not rinse the bottle. If the preservatives are not included in the bottle, rinse the bottle and cap three times with sample water, fill the bottle, and then carefully add the preservatives following the instructions provided by the laboratory. The bottle should be filled to within one to two inches from the top. Deliver or ship samples to the laboratory.



# **SAMPLING FOR SYNTHETIC ORGANIC COMPOUNDS (SOCs)**

Alachlor, Atrazine, Benzo(a)pyrene (PAHs), Carbofuran, Chlordane, 2,4-D, Dalapon, 1,2-Dibromo-3Chloropropane (DBCP), Di(2-ethylhexyl)adipate, Di(2-ethylhexyl)phthalate, Dinoseb, Endrin, Ethylene Dibromide (EDB), Heptachlor, Heptachlor Epoxide, Hexachlorobenzene, Hexachlorocyclopentadiene (HEX), Lindane, Methoxychlor, Oxamyl (Vydate), Pentachlorophenol, Picloram, PCBs, Simazine, Toxaphene, 2,4,5-TP (Silvex), Diquat, Endothall, Glyphosate, Dioxin

## **Bottles to Use**



Or



Glass bottles must be used. The type of cap required will depend upon the analyte and method the lab is using. Talk to the lab to be sure.

## **Preservatives to Use**

**Check with the lab to verify the type of preservation required  
which depends on laboratory method in use**

and

**Cool to  $\leq 4$  °C ( $\leq 39.2$  °F) but do not freeze**

## **Holding Times**

**Holding times are generally short – call the lab to be sure.**

## **Sampling Instructions**

Check with the laboratory on the sample volume required for analysis. Wear gloves and eye protection when handling acids and other preservatives and while collecting samples. Do not rinse the bottles. Ask the lab how to fill the bottle as this may depend on the bottle in use and the method used for analysis. Place the sample into a cooler with ice for immediate delivery or shipment to the laboratory.

# SAMPLING FOR TOTAL ORGANIC CARBON

## Bottles to Use



Glass bottles are preferred but plastic may be used as well.

## Preservatives to Use

Check with the lab to verify the type of preservation required which depends on laboratory method in use. Generally, preservation includes

**Hydrochloric (HCl) or Sulfuric (H<sub>2</sub>SO<sub>4</sub>)**

**or Phosphoric Acid (H<sub>3</sub>PO<sub>4</sub>) to pH <2**

and

**Cool to  $\leq 4$  °C ( $\leq 39.2$  °F) but do not freeze if sampled using glass containers**

## Holding Time

**28 days**

## Sampling Instructions

Check with the laboratory on the sample volume required for analysis. Wear gloves when handling acids and other preservatives and while collecting samples. If the bottle contains a preservative, do not rinse the bottle. If the preservatives are not included in the bottle, rinse the bottle and cap three times with sample water, fill the bottle, and then carefully add the preservatives following the instructions provided by the laboratory. The bottle should be filled to within one to two inches from the top. Place the sample into a cooler with ice for delivery or shipment to the laboratory.

## **SAMPLING FOR VOLATILE ORGANIC COMPOUNDS (VOCs)**

Benzene, Carbon Tetrachloride, o-Dichlorobenzene, p-Dichlorobenzene, 1,2-Dichloroethane, 1,1-Dichloroethylene, cis-1,2-Dichloroethylene, trans-1,2-Dichloroethylene, Dichloromethane, 1,2-Dichloropropane, Ethylbenzene, Monochlorobenzene, Styrene, Tetrachloroethylene, Toluene, 1,2,4-Trichlorobenzene, 1,1,1-Trichloroethane, 1,1,2-Trichloroethane, Trichloroethylene, Vinyl Chloride, Xylenes(total)

### **Bottles to Use**



Clear or amber volatile organic analysis (VOA) glass bottles with Teflon septum-cap must be used.

### **Preservatives to Use**

Check with the lab to verify the type of preservation required which depends on laboratory method in use. Generally, preservation includes

**Sodium Thiosulfate or Ascorbic Acid if sample chlorinated**  
and **Hydrochloric Acid (HCl) to pH <2** and  
**Cool to  $\leq 4$  °C ( $\leq 39.2$  °F) but do not freeze**

### **Holding Time**

**14 days**

### **Sampling Instructions**

Check with the laboratory on the sample volume required for analysis. Typically duplicate samples must be collected at each sampling location. Wear gloves and eye protection when handling acids and other preservatives and while collecting samples. Do not rinse the bottle as it should contain the preservatives before it is filled. Check to make sure this is the case and if not add the preservative. Slowly fill the bottle by allowing the sample to gently flow down the inside of the bottle. Create a meniscus of water at the mouth so that the bottle is actually overfilled. Cap the bottle so that no air bubbles are present in the bottle and the excess water spills down the sides of the bottle. Check to make sure that the bottle does not contain bubbles by inverting the bottle several times. Place the sample into a cooler with ice for delivery or shipment to the laboratory.

# SAMPLING FOR TOTAL TRIHALOMETHANES (TTHMs)

Bromodichloromethane, Dibromochloromethane, Tribromomethane (Bromoform),  
Trichloromethane (Chloroform)

## Bottles to Use



Clear or amber volatile organic analysis (VOA) glass bottles with Teflon septum-cap must be used.

## Preservatives to Use

Check with the lab to verify the type of preservation required which depends on laboratory method in use. Generally, preservation includes the following...

**Sodium Thiosulfate or Ascorbic Acid if sample chlorinated and  
Hydrochloric Acid (HCl) to pH <2 and  
Cool to  $\leq 4$  °C ( $\leq 39.2$  °F) but do not freeze**

## Holding Time

**14 days**

## Sampling Instructions

Check with the laboratory on the sample volume required for analysis. Typically duplicate samples must be collected at each sampling location. Wear gloves and eye protection when handling acids and other preservatives and while collecting samples. Do not rinse the bottle as it should contain the preservatives before it is filled. Check to make sure this is the case and if not add the preservative. Slowly fill the bottle by allowing the sample to gently flow down the inside of the bottle. Create a meniscus of water at the mouth so that the bottle is actually overfilled. Cap the bottle so that no air bubbles are present in the bottle and the excess water spills down the sides of the bottle. Check to make sure that the bottle does not contain bubbles by inverting the bottle several times. Place the sample into a cooler with ice for delivery or shipment to the laboratory.