



Recommended Procedure to Collect a Bacteria Water Sample from a New Water Line

1. For a new development; a contractor or other party representing the developer will take the sample, and is responsible for arranging delivery, receipt and testing at the certified lab.
2. Use the 250 ml sterile bottle and lab requisition provided by GVW.
3. Do not remove the cap from the bottle until ready to take the sample.
4. Remove any apparatus from tap. Inner surface of tap should be sterilized by flaming (preferred) or a mild chlorine solution (0.1%) can be squirted on the tap.
5. Run water for at least 3 minutes before sampling.
6. The municipal operator auditing the process will take chlorine residual before bacterial sample is taken. The chlorine concentration should be similar to that in the distribution system. In the case where the distribution system chlorine residual is lower than 0.20 mg/L, the municipal operator will take a bacterial sample from the distribution system near the project. This will be sent to a certified lab at GVW cost.
7. With clean hands, remove the lid from bottle being careful not to touch the inside of the lid or the lip of the bottle mouth.
8. Do not remove de-chlorination reagent in the bottle i.e. pill, powder or solution.
9. Do not rinse or overflow the bottle.
10. Fill the bottle to the 200 ml line or to within 2.5 cm of the top.
11. Replace the cap securely at once.
12. When completed a “void” security seal must be placed on lid by the municipal operator auditing the process.
13. Keep the sample cold with ice packs but not frozen.
14. The sample must be received by the laboratory within 30 hours of testing or it will not be accepted for analysis.

Completing the Water Sample Requisition form

1. Complete the client information, name and address.
2. The person taking the sample must complete the sampling date and time.
3. Check sample type. (treated and distribution).
4. Note on requisition if a “void” label has been applied and “Not valid if removed”.

Bacterial Sample Report

1. The municipal operator auditing the will sign and date bacterial sample report.
2. The developer’s engineer must provide the Bacterial Sample Report to GVW and the municipality prior to a request to turn on the water line.