Public Health
Prevent. Promote. Protect.

Peoria City/County Health Department
Health Protection Division
Environmental Health

Peoria City/County Health Department Water Sampling Kit Instructions

The following items should be in your kit:

- Two (2) sample bottles
- Two (2) white boxes: 1 plain and 1 marked with a red "X"
- One (1) microbiology sample form
- One (1) chemistry sample form
- One (1) mailing label

Follow these instructions:

1. DO NOT open bottles until ready to sample. Follow the directions on the back of this form to take each water sample. ***Samples must be collected on Monday, Tuesday, or Wednesday and mailed the same day they were collected.***
2. After filling the sample bottles, complete the top portion of the sample forms. Please print clearly, especially the date and time collected. Place one sample bottle and the green Microbiology form in the plain white box. Place the other sample bottle and the white Chemistry form in the white box marked with a red "X."
3. Samples should be taken immediately to a shipping service (such as the post office, UPS, FedEx, etc.) and shipped overnight. **NOTE: Samples must be received by the lab within 30 hours of collection or they will be rejected! This requires the use of overnight shipping.**
4. The lab will mail results to the Peoria City/County Health Department to be interpreted. The interpreted report will then be mailed to the person identified on the sample form. Please allow ***at least 10 working days*** from the time the sample is collected/shipped for the interpreted results to be mailed.

If you have not received results within 10 working days, please contact the Environmental Health Division at 309/679-6161.

Please keep this instruction sheet with the following information until you receive your sample analysis.

Sample Taken: Date: _____ Time: _____ ☐ AM ☐ PM

Collected By: _____

Shipped From: _____ (Parcel Service)

Date Shipped: _____

Water Sampling Guidelines

A representative sample can be obtained only if good sampling techniques are used.

The sampling point should be as close to the water supply as possible. Use the sampling faucet when available. The sampling faucet is a non-threaded tap that should be located near the pressure tank. Allow the water to run until the pump starts and runs for a period of time (5 minutes is a good rule of thumb). Before collecting the sample, adjust the flow of the stream to approximately the size of a pencil. If using the sampling faucet, a bucket is recommended for catching water to prevent flooding the floor.

Taps/Faucets to Avoid (if possible):

- Faucets with swiveling heads, faucets with hot and cold water under the same valve (a mixing or combined valve), faucets with leaking valves, and gooseneck style faucets.
- Threaded taps because bacteria can grow in the grooves. Never sample from a clearly contaminated tap (scum or build-up around the tap/faucet).

Water Sampling Techniques:

- **Always** sample the cold water. Never sample hot water.
- Remove any attachments to the faucet (screens, aerators, etc.).
- Allow water to run in a steady stream for at least 5 minutes when possible. This may not be practical for sampling faucets that are not near a floor drain.
- Use a steady water stream, avoid sampling from a water stream that drips, streams along the faucet body, or provides uneven flow.
- If collecting chemistry and microbiology samples, collect the chemistry sample first. This allows any possible contamination from the tap to enter the chemistry sample possibly making for a cleaner microbiology sample.

Tips on Disinfection:

- **Alcohol Spray/Swab Method – (preferred method)** Wipe or spray rubbing alcohol into and onto the faucet opening and allow to air dry. Allow the faucet adequate time to flush. **NOTE:** ***Use caution when using alcohol pads as their small size may allow for accidental hand contact with the tap.***