

# COMMERCIAL SAMPLING INSTRUCTIONS

**READ ALL SAMPLING INSTRUCTIONS CAREFULLY  
BEFORE FILLING ANY BOTTLES!**

These commercial instructions are designed to facilitate multiple testing packages.

Some instructions may not apply to your specific test kit.









**RETURN ALL WATER SAMPLES TO:  
(Unless Otherwise Indicated)**

**NATIONAL TESTING LABORATORIES  
556 SOUTH MANSFIELD STREET  
YPSILANTI, MI 48197**

**SAMPLES MUST BE COLLECTED MONDAY, TUESDAY OR WEDNESDAY AFTER  
1:00 P.M. EST AND MUST BE SHIPPED THE SAME DAY**

## Preparation prior to sample collection:

-  Check cooler(s) to verify all contents are intact. If your kit contains a dropper bottle of HCl (Hydrochloric Acid), verify contents are intact.
-  Arrange overnight courier service prior to sampling
-  Do not sample the day before a National Holiday.
-  If you plan to collect close to a holiday, call us to confirm when the laboratory will be open for receiving samples.
-  Have ice on hand for packaging samples for shipment to the lab.
-  If supplied, freeze any blue gel ice packs for at least 8 hours prior to sample collection. These ice packs are to be returned to the supplied containers, as they were received, immediately prior to shipping samples.

**NOTE: Some gel ice packs may be under the foam inserts in the bottom of the kit.**

**Please call us if you  
have any questions!  
800-458-3330**

See back page of instruction sheet  
for examples of all bottles (which may  
or may not be included in your kit).

**National Testing  
Laboratories, Ltd.**  
*Quality Water Analysis*

# READ ALL SAMPLING INSTRUCTIONS CAREFULLY BEFORE FILLING ANY BOTTLES

**Your kit may not contain all bottles described**

Remove aerators, strainers or other devices from the spigot (if applicable).

Wash and rinse hands thoroughly before filling your bottles. Do not use hand sanitizers.

Allow water to flush for at least 3 minutes then decrease flow to avoid splashing or overfilling.

**Handle all bottles with caution. Some bottles contain preservatives that should not come into contact with eyes, skin or clothing.**

Fill bottles only once - do not empty or rinse. Do not touch the opening of the inside of the bottles or caps. Sterile gloves may be worn when collecting samples for bacteria analysis. Gloves should not be worn when collecting all other samples unless the samples are suspected to contain hazardous contaminants or if required by your sampling protocol.

Your kit may contain some bottles that are already filled with water. They may be labeled as "temp blank" or "trip blank". These are control bottles and must remain with your samples. **\*\*Do not open these bottles (even if they have a blue dot) \*\***

Fill **ALL** of the empty bottles in the kit(s) according to these instructions and return to kit(s).

Fill plastic zippered bags that have a blue label with ice and place bag on top of filled sample bottles, allowing the ice to somewhat form around the tops of the bottles. (Do not overfill bags with ice.) If kit lid does not close completely after the ice bag is placed in the kit, remove some ice from the zippered bag and replace back into the kit.

Tie the plastic kit liner bag closed around the sample bottles, ice packs and bag of ice.

If your kit contains an orange label printed with "SHTP - Short Hold Time Parameters" apply the sticker to the outer shipping box for the kit in which the sticker was received.

Fill out the enclosed sample information forms completely. Be sure to **include date and time the samples were collected**, along with all other information requested on the form. This information is essential for preparing your finished report. **For bottled water finished product samples, be sure to include brand name, production code and the container size of the finished product bottle.** Failure to provide the information requested may cause delays in processing or possible rejection by a regulatory agency. Place paperwork in plastic zippered bag it was received in and place on top of the bottles (after tying kit liner bag closed) before replacing cooler lid.

Return samples via overnight courier to:  
(Unless Otherwise Indicated)

**National Testing Laboratories  
556 South Mansfield Street  
Ypsilanti, MI 48197**

Some parameters have short holding times and require immediate analysis. **Late samples may require resampling at your expense.**



## **INSTRUCTIONS FOR BLUE DOTTED 1000 ML BOTTLES (If applicable):**



If your kit contains any 1000 ml bottles with a blue dot sticker on the cap, they must be acidified with HCl (hydrochloric acid) during sample collection.

1. Fill this 1000 ml bottle 1/2 way with your water sample.
2. Add the entire contents of the HCl Vial bottle provided in this kit to the 1000 ml bottle.
3. Continue filling the 1000 ml bottle to the shoulder with your water sample.
4. Cap sample bottle securely and tip bottle upside down a couple of times to mix before returning to the kit.

**Only BLUE Dots on bottles have any significance in sample collection.  
Ignore all other colored dots, they are for laboratory use only.**

# READ ALL SAMPLING INSTRUCTIONS CAREFULLY BEFORE FILLING ANY BOTTLES

**Your kit may not contain all bottles described**

## **Instructions for filling 40 ml and 60 ml Vials (if applicable):**

1. Adjust flow of water to as thin a stream as possible.

**(If the vial does not have a blue dot sticker on the cap, skip step 2 and go on to steps 3 through 5. (Ignore any other colored dot stickers they are for laboratory use only))**

2. If the vial has a blue dot sticker on the cap, fill vial 3/4 full with water and add 6-7 drops of HCl from the plastic dropper bottle. Continue filling as described in steps 3 through 5 until no air bubbles are present.
3. Add water to the vial, slightly overfilling so that a meniscus forms above the rim (see picture).
4. Screw the cap on firmly, being careful not to over tighten.
5. Tip the vial upside down and check for air bubbles. Gently shake vial and tap sides to dislodge any air bubbles which may be clinging to the glass vial or inside the cap. If an air bubble appears, remove cap and slowly add additional water to displace the air. Replace cap and check for air bubbles again.

Repeat steps 3 through 5 as necessary until no air bubbles are present.



## **Instructions for filling 125 ml Bacteria bottle (if applicable):**

1. Prior to filling the sealed 125 ml plastic bottle for bacterial analysis, disinfect the cold water spigot using alcohol or flame\*. \*We caution the use of flame in an area where methane gas is suspected in the water.
2. Run water to flush spigot thoroughly (for at least 3 minutes).
3. Remove seal from bottle cap, fill bottle (picture shown) from the cold water tap to the "100 ml" fill line and cap securely. (Sample needs to be 100 ml - too much or too little water can impact the analysis.)



**The 125 ml Bacteria bottle (if applicable) should not be collected until all other samples have been collected.**

## **Instructions for filling all other bottles:**

Fill all other bottles to the shoulder (unless specified otherwise), cap securely and return to the kit(s).

If the temperature of the water being collected is over 20 degrees Celsius, the filled sample bottles should be chilled prior to returning bottles to kit(s). When putting chilled bottles back in the kits, be sure to put each bottle back in the kit in which it was received in.

**If you have any questions  
call us at 800-458-3330**

**See back page for examples of  
all bottles. Your kit may not  
contain all bottles described in  
these instructions!**

**National Testing  
Laboratories, Ltd.**  
Quality Water Analysis

PLEASE CALL US AT  
800-458-3330  
WITH ANY QUESTIONS

## EXAMPLES OF VARIOUS SAMPLING BOTTLES

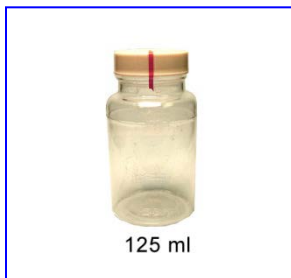
**YOUR KIT MAY NOT CONTAIN ALL  
OF THESE BOTTLES**



1000 ml (1 liter), 500 ml and 250 ml plastic bottles are used for collection of water samples for various types of analyses. They may or may not contain preservatives, depending on the tests to be performed. All of these bottles should be filled with water to the shoulder of the bottle.



1000 ml (1 liter) amber glass bottles, 500 ml brown plastic bottles and 250 ml amber glass bottles are used for collection of water samples for various types of analyses. They may or may not contain preservatives, depending on the tests to be performed. All of these bottles should be filled with water to the shoulder of the bottle. If there is a blue dot sticker on the bottle cap, see special instructions for adding HCl to the bottle during filling.



125 ml sealed, sterile, clear plastic bottle is preserved and used for collection of water sample for microbiological analysis. For accuracy of testing, the bottle must be filled with 100 ml of water, allowing for the proper amount of water, as well as sufficient headspace in the bottle, in accordance with the test methodology.



40 ml and 60 ml clear or amber glass vials are preserved and used for collection of water samples to be analyzed for volatile and semi-volatile chemicals. Vials have special caps with a flexible septum. They are to be filled completely with water sample, leaving no headspace (or air bubbles). The special instructions for filling these vials should be carefully followed to avoid headspace. If there is a blue dot sticker on the bottle cap, see special instructions for adding HCl to the bottle during filling.

**If you have any questions  
call us at 800-458-3330**