**1.0 Purpose**

 The purpose of this procedure is to detail the steps for collecting water samples for microbiological analysis.

**2.0 Background – N/A**

**3.0 Procedure**

1. Prior to commencing this procedure, the user shall put on surgical gloves to prevent contamination of the water samples.
2. Remove the faucet aerator screen and burn off faucet tip area, for at least 20 seconds. Allow the water to flow for about 5 minutes prior to collecting the water sample.
3. Fill bottle to indicator line. DO NOT FILL THE BOTTLE COMPLETELY. Only use the special sterile bottles provided for collecting the water samples.
4. Replace the cap securely, label the bottle, and place the filled-up bottle in plastic bag and in carrier cooler.
5. Complete the appropriate forms provided.
6. Deliver all filled bottles and data forms to the appropriate government agency.

NOTES:

- Do not open the bottle until ready to collect sample

- Do not remove tablet from bottle

- Do not rinse out the bottle

- Do not touch the inside of the screw-cap or the mouth of the bottle

Town Manager/Clerk: Signature: Date: