

**Before you start:**

- Pick a day to sample. It should be the day after a day of regular use when you have access to take a sample of the water before anyone uses it in the building (usually early in the morning).
- Make sure that no one has been using the water in your building(s) for 8-18 hours before you sample.
- Do not run the water before you sample.
- Only use COLD water. For faucets with mixing valves, make sure the faucet handle is set to COLD.
- Only use the bottles provided, and ship the bottles back within a few days of sampling.
- You do not have to wear gloves, but avoid touching the inside of the bottles or caps.

## STEP 1

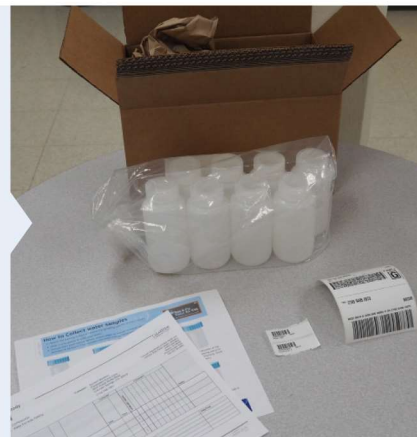
Open the sampling kit box (do not use a knife). Remove the plastic bag containing the bottles, bottle labels, sampling instructions, return shipping label, and laboratory chain of custody form.

## STEP 2

Check that the chain of custody form includes all sampling locations, a label and a bottle for each location. If any of these are missing, please call 719-733-7468 for more information.

## STEP 3

Before you sample, take the bottles out of the bag. Put the plastic bag and the return shipping label back in the box and save the box for returning the samples. Organize your materials and have a pen available.



## STEP 4

On the morning you are taking samples, start with the first sampling location listed on the chain of custody form. Bring the chain of custody form, a pen, a bottle, and the label for that location.



## STEP 5

Go to the water faucet that needs a secondary flush sample. Open the sampling bottle and save the cap. Turn on water and run it for 30 seconds at a steady flow **making sure the faucet is set to COLD.**



## STEP 6

After 30 seconds, gently place the bottle under the flow and catch the water in the bottle. Turn off the water when the bottle is almost full. Put the cap on the bottle and close it tightly.



## STEP 7

On the chain of custody, write the date and time you collected the sample. Put the label for that location on the sample bottle. Repeat at the next sample location.



## STEP 8

When you complete sampling, you should check to see that there is a date and time for each location, a label on each bottle, and a bottle for each location. Sign the chain of custody form.



## STEP 9

Put the bottles in the bag, close it and put it in the box. Take a photo of the chain of custody and put the document in the box. Close the box with tape and stick the return shipping label over the old label.



To return your water samples, you can do one of the following:

- Drop off your package at a FedEx location or a FedEx drop box. Go to [FedEx.com](http://FedEx.com) to find the closest location.
- Call FedEx at 800-463-3339 to schedule a pickup at your location.
- Request assistance at our technical assistance line 719-733-7468 to help you schedule a FedEx pickup.