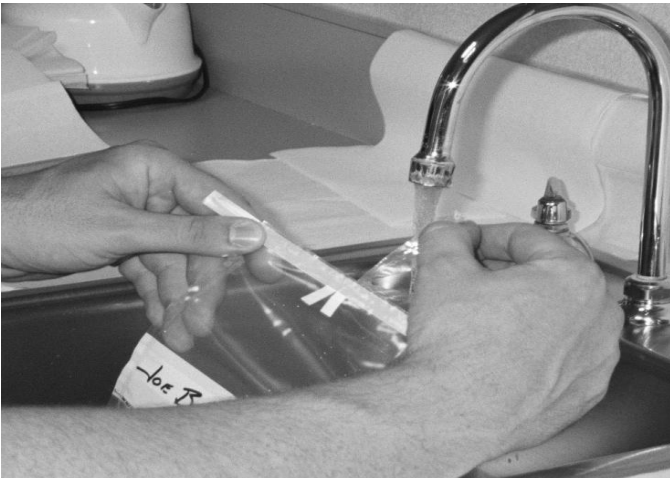


Anoka County Community Health and Environmental Services Department Instructions to Collect a Water Sample

- Deliver samples to the Department in Room 600, of the Government Center, 2100 Third Avenue, Anoka, Minnesota (tel. 763-324-4260).
- Samples are accepted Mondays (8:00 – 4:15) and Tuesday (8:00 – 12:00 noon). Samples cannot be accepted on Holidays or any time other than listed above. NOTE: If a holiday occurs on a weekday, please call before submitting your sample.
- Samples should be collected just prior to submission to the Environmental Services unit (preferably within 4 hours). Samples must be kept cool and dry (not frozen) and submitted within 20 hours.
- The sample should be collected, if possible from a cold untreated tap used regularly for drinking.
- Sample submission must be accompanied by this information sheet (please complete the other side) and payment of the laboratory service fee.
- Unless otherwise instructed, the laboratory analysis will be for coliform organisms and nitrate nitrogen.

- **Wash your hands with soap and water prior to handling the sample kit.**
- **Put your name on the white portion of the sample bag before filling.**
- **Allow water to run 2-4 minutes before collecting the sample.**
- **If a sample bag is provided, open, fill, and close bag as shown below. If a bottle is provided, fill to the top without overflowing. Take care not to soil or touch the inside or lip of the sample container.**
- **Put sample container in cooler. Keep it cool (not frozen) and dry.**



1. Tear off the top at the scored line.



2. Open the sample bag by pulling the white tabs apart. DO NOT TOUCH THE INSIDE OF THE BAG.



3. Fill two-thirds (2/3) to three-quarters (3/4) full.



4. Holding the yellow twist-tie ends fold the bag over once, pinch excess air out and fold two more times.



5. Twist the yellow ends together into a basket handle and keep the water cold (do not freeze).