



Water Sample Submission Protocol (failure to meet these requirements may result in invalid testing):

- Fill one bottle with water per sample set labeled **Temperature Control (or TC)** to accompany shipment.
- Remove aerator & sanitize port/faucet for at least 1 minute to remove any bacteria harbored in the faucet, but not actually in the water source. Run water 2-3 minutes to clear lines before sample collection.
- Fill sterile, sampling bottle/vessel containing a dechlorinating reagent (Sodium Thiosulfate) **slightly above 100 mL** mark (~105 mL) with **not less than 1” (2.5 cm) of head space remaining**. (PCI provided sampling bottles already contain reagent).
- Clearly label the exterior of each sample bottle, including date & time of collection, & verify screw top is tight.
- Each sample bottle & the TC should be placed in a plastic storage bag (ex. Ziploc) with crushed ice to surround the bottles to keep them cold and prevent insulated shipping box deterioration due to melting ice.
- Complete the Sample Submission Form with sample identification, including sample date/time, sample location, sampler name or initials.
- Lab should receive notice of impending water sample submission the day prior to delivery.
- **Sample(s) must be shipped to the lab on ice to maintain required temperature of 0.0-4.5°C.**
- **Sample(s) must be accompanied by the Submission Form & shipped via an overnight courier for PCI to test within 30 hours of sampling.** Samples cannot be shipped on Friday for weekend or Monday delivery.
- Shipping box should be clearly labeled “Water Sample” on the outside.

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