



BLI FILE # _____

OHIO EPA MICROBIOLOGICAL SAMPLE SUBMISSION REPORT (SSR)

**Please complete PWS Information and Sample Information in full. This information is required for EPA Certification and cannot be completed by Brookside Laboratories, Inc. personnel.
If this information is NOT COMPLETED, the sample will NOT be accepted for analysis.**

MAIL COMPLETED REPORT TO: Appropriate District Office

Central District Office
3232 Alum Creek Drive
Columbus, Ohio 43207-3417
(614) 728-3778 FAX (614) 723-0160

Northwest District Office
347 North Dunbridge Road
Bowling Green, Ohio 43402
(419) 352-8461 FAX (419) 352-8468

Southwest District Office
401 East Fifth Street
Dayton, Ohio 45402-2911
(937) 285-6357 FAX (937) 285-6249

Northeast District Office
2110 East Aurora Road
Twinsburg, Ohio 44087
(330) 963-1200 FAX (330) 963-4760

Southeast District Office
2195 Front Street
Logan, Ohio 43138
(740) 385-8501 FAX (740) 385-6490

PUBLIC WATER SYSTEM (PWS) INFORMATION:
 District Office: _____
 PWS Name: _____
 PWS ID Number: _____
 Address: _____

 City/State/Zip: _____
 County: _____
 Contact's Name: _____
 Contact's Phone: _____

LABORATORY INFORMATION:
 Reporting Lab Name: Brookside Laboratories, Inc.
 Reporting Lab Certification #: 840
 Analytical Lab Name: Brookside Laboratories, Inc.
 Analytical Lab Certification #: 840
 Sample Number: _____

ANALYTICAL INFORMATION:
 Method Used: MMO-MUG
 Analyst Number: _____

Analysis Date:	Start	End
_____	_____	_____

 Analysis Time: _____

Sample Collection Date: _____ Time: _____
 Sample Collected By: _____
 Collector's Phone #: _____
 Sample Class: Routine Repeat Special Raw
 Sample Monitoring Point: DS ___ ___ RS ___ ___
 Repeat for Sample #: _____
 Tap Address: _____
 Sample Tap ID: _____
 Bottle Number: _____

Total Coliform Results Positive Negative
 E Coli Results Positive Negative

Free Chlorine Residual: _____
 Total Chlorine Residual: _____

OTHER RESULTS:
 Sample Not Analyzed Insufficient Sample
 Sample Too Old Incomplete Information
 Leaked in Transit Lab Accident
 Broken in Transit Residual Chlorine

COMMENTS (For Use Only When Other Results Are Obtained):

For Office Use Only:
 Date Received: _____ Time Received: _____ Received By: _____

SAMPLING INSTRUCTIONS AND LABORATORY HOURS ON BACK --- PLEASE READ!!

lab use only

**COLLECTION PROCEDURE FOR THE COLLECTION OF WATER
SAMPLES FOR BACTERIOLOGICAL EXAMINATION**

1. SELECT THE SAMPLING TAP

- a. A tap, such as a faucet, petcock, or small valve is preferable. Do not sample from hoses or drinking water fountains.
- b. Avoid taps with a leak at the stem or taps with a swivel joint.
- c. Aerated or screened nozzles may harbor bacteria. The aerator or screen must be removed before collection of the sample.
- d. Place all carbon filters, sediment filters, and water softeners on bypass unless operated by a public water system.

2. SANITIZE THE NOZZLE OF THE TAP WITH A CHLORINE SOLUTION

- a. Use a 5.25% Sodium hypochlorite solution, such as Chlorox™ liquid bleach. Do not use chlorine solutions with special scents. To prepare a sanitizing solution that will contain about 400 mg/L of available chlorine (as hypochlorite) from the 5.25% liquid bleach, add one ounce of bleach to one gallon of water (or 1 tablespoon per half gallon). Store the mixture in a tightly closed screw-capped container. The solution should be discarded and remade six months after preparation. You can use a stronger solution, but some faucet discoloration may result.

3. FLUSH SAMPLE TAP FOR ONE MINUTE

Close the valve.

4. APPLY THE SANITIZING SOLUTION, prepared above, to the nozzle by using either a spray bottle or a plastic bag.

- a. If you use a spray bottle, saturate the tap opening with the bleach solution then wait at least two minutes before proceeding.

OR

- b. Place the bag containing the bleach solution over the nozzle and hold the top of the bag tightly over the tap. Alternately squeeze and release the bag to flush the solution in and out of the tap. Do this for two minutes. A fresh solution and bag must be used to sanitize each tap sampled.

5. FLUSH OUT THE PIPING BETWEEN THE TAP AND WATER MAIN

The sample to be collected is intended to be representative of the water in the main. The tap should be opened fully and the water run to waste for 3-5 minutes to allow for adequate flushing of the piping between the tap and water main.

6. REDUCE THE FLOW FROM THE TAP

This will allow the sample bottle to be filled without splashing.

7. REMOVE THE CAP FROM THE SAMPLE BOTTLE PLEASE NOTE: **The cap on disposable bottles is attached.**

- a. Remove the cap and hold the exterior of the cap between fingers while filling the sample bottle. Take care not to touch the mouth of the bottle or the inside of the cap with fingers or the sample could become contaminated.
- b. The bottle should be open only during the collection of the sample.

8. FILLING THE SAMPLE BOTTLES

- a. Do not rinse out the bottle before collecting the sample. Do not remove any "pills" from the disposable sample bottles. The bottle contains a small amount of sodium thiosulfate to neutralize the chlorine in the water.
- b. Do not touch the rim or mouth of the bottle during collection of the sample.
- c. Do not overflow. Fill the bottle to within 1/2 inch of the brim.

9. IMMEDIATELY RECAP THE SAMPLE BOTTLE

If there is any question as to whether a sample or bottle has become contaminated during collection of the sample, the sample should be discarded and a new sample collected in a new sample bottle. On disposable bottles, press cap from hinge side until it securely snaps shut. Put tie through round hole on lid and pull through.

10. FILL OUT THE DATA SHEET

A data sheet is supplied with each sample bottle. This sheet is to be filled out in a legible manner using either a soft lead pencil, typewriter, or pen. Do not use a pen having water soluble ink. THE SAMPLE CANNOT BE RUN WITHOUT A COMPLETELY FILLED OUT SHEET.

11. SAMPLES MUST REACH THE LABORATORY WITHIN TWENTY-FOUR HOURS OF THE TIME OF COLLECTION

The time elapsing between collection of the sample and bacteriological examination should in no case exceed twenty-four hours. If the time exceeds twenty-four hours, the laboratory will refuse to examine the sample.

12. SAMPLES MUST BE PROPERLY IDENTIFIED

Samples that have not been properly identified as to name of entity, address, county, date and time of collection, and name of collector will not be accepted for bacteriological examination.

**THE LABORATORY ACCEPTS SAMPLES FOR TOTAL COLIFORM ANALYSIS MONDAY THRU WEDNESDAY
BETWEEN 8:00 A.M. AND 2:30 P.M. AND THURSDAY FROM 8:00 A.M. UNTIL 12:00 P.M. (NOON)**

The lab will not accept samples one day prior to and including the following holidays: Christmas, New Years Day, Thanksgiving, Labor Day, Memorial Day, Good Friday, Independence Day. (If you are not certain if the lab is accepting samples, please call - 419-977-2766.)

TOTAL COLIFORM POSITIVE:
TOTAL COLIFORM NEGATIVE:
(CG) CONFLUENT GROWTH:
(HBC) HIGH BACKGROUND COUNT:
**TOTAL COLIFORM NEGATIVE/
HBC - INVALID &
TOTAL COLIFORM NEGATIVE/
CONFLUENT GROWTH
INVALID**

Total Coliforms were detected in the sample.
Total Coliforms were not detected in the sample.
Sample was overgrown with organisms.
Sample contained a large number of bacteria (greater than 200 per 100 ml).

A finding of these designations is considered to be invalid (inconclusive).
Please review your sampling procedures. Make sure you have sanitized the tap correctly. See Procedures #2, #3, #4, and #5 above.