



## Kingston Water Department

### SAMPLE COLLECTION INSTRUCTIONS

1. Samples are ONLY to be collected in sterile laboratory bottles. Keep the sample bottle closed until the moment it is to be filled.
2. Select a tap that is representative of your system. Do not use leaky taps. Remove screens, splashguards, or other faucet attachments, if possible.
3. Open the cold tap fully and allow the water to run for 2 to 3 minutes.
4. Carefully remove the cap from the sample bottle. Do not handle the inside of the cap or the neck of the bottle. AVOID CONTAMINATION.
5. Reduce the flow of water enough to permit filling of the bottle without splashing.
6. Fill with cold water to the neck of the bottle.
7. Replace the cap tightly on the sample bottle.
8. Refrigerate the samples if transport back to KWD is delayed.

Samples dropped off in the morning will be set-up that afternoon. Samples dropped off after 12:00 PM will be set-up the following day. *NO MORE THAN 24 HOURS CAN ELAPSE BETWEEN THE COLLECTION OF THE SAMPLE AND SET-UP IN THE LAB FOR TOTAL COLIFORM ANALYSIS. PLEASE PLAN ACCORDINGLY.*

**SAMPLE DROP OFF HOURS:**      **9:00 AM TO 4:00 PM Monday thru Wednesday**  
   **9:00 AM to 12:00 PM Thursday**  
   **No samples accepted on Fridays.**  
   ***For weeks with holidays, please call for drop off schedule.***

A \$3 deposit is required at the time of bottle pick-up. The fee for each Total or Fecal Coliform analysis is \$40.00. Fees are payable when the sample is received by **check or cash only**. Total or Fecal Coliform analysis can take up to 4 days to complete. There is nothing that the staff can do to speed up the process. Therefore, please allow up to 7 business days to receive the results. Results will be emailed unless specified that mail delivery is preferred. Emailed results will be sent from [laboratory@kingston-ny.gov](mailto:laboratory@kingston-ny.gov).