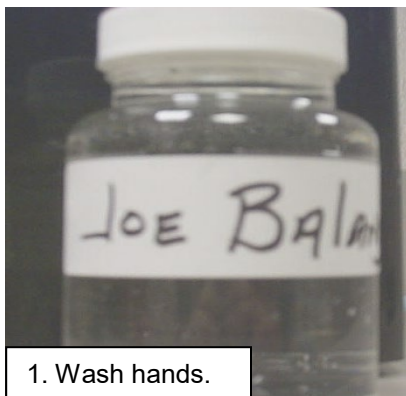


Anoka County Public Health and Environmental Services Department  
Instructions for Collecting a Water Sample

- Deliver samples to Environmental Services in Suite 600 of the Government Center: 2100 3<sup>rd</sup> Ave, Anoka, MN (763-324-4260).
- **Samples are accepted Mondays (8 am to 4:15 pm) and Tuesdays (8 am to 11:45 am). Samples cannot be accepted on holidays or any time other than listed above.**
- Samples should be collected from the **cold** water tap just prior to submission (preferably within 4 hours). Samples must be kept cool and dry (not frozen) and submitted within 20 hours or less.
- Samples should be collected from a cold tap **used regularly for drinking**.
- Sample submission must be accompanied by this submission form (please complete the other side entirely) and payment of the laboratory fee.
- Unless otherwise instructed, the laboratory analysis will be for coliform organisms and nitrate-nitrogen.

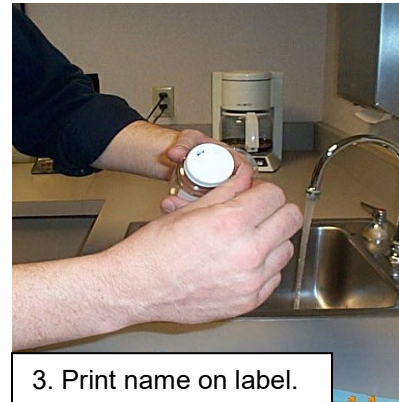
- ✓ Wash your hands with soap and water prior to handling the sampling kit.
- ✓ Allow **cold** water to run for 2 to 4 minutes before collecting the sample.
- ✓ Put your name on the bottle label before collecting the sample.
- ✓ Fill the sample bottle to the top without overflowing (**fill the bottle to the neck**). Take care not to soil or touch the inside or lip of the sample bottle.
- ✓ Put the sample bottle into a clean cooler. Keep the sample cool (not frozen) and dry, and transport to Anoka County Environmental Services as soon as you are able (within 20 hours or less).



1. Wash hands.



2. Run cold water for 2-4 min.



3. Print name on label.



4. Remove seal.



5. Fill bottle to the neck.



**NOTE: Fill the bottle to the neck**

6. Keep water cool (not frozen) and bring to the County Government Center