

Guide for Submitting Water Samples to the Division of Analytical Laboratories for Analysis

QUICK REFERENCE GUIDE

2nd Edition, June 2010

Division of Analytical Laboratories

480 Weeroona Road

Lidcombe NSW 2141 Australia

Mailing Address:

PO Box 162

Lidcombe NSW 2141 Australia

Telephone: (02) 9646 0222

Fax: (02) 9646 0333

Document version: 2010-01QRG

Supersedes version: 2003-01

Last updated: June 2010

Authorised by: Christopher Bourke, A/Director, DAL

© Sydney West Area Health Service

No commercial usage or sale is permitted.

TABLE OF CONTENTS

Introduction	1
Quick Reference Guides	
1. How do I Collect a DWMP Microbiology Sample?	2
2. How do I Collect a DWMP Chemistry Sample?	3
3. How do I Collect a DWMP Fluoride Sample?	4
4. How do I Collect a Pesticides Sample?	5
5. Submitting Samples – do I use a Label or a Form?	6
6. How do I Contact the Laboratories?	7
Templates	8
Sample Submission Form	9
Address Label for DAL	10

Abbreviations

ADWG	Australian Drinking Water Guidelines, 2004
cm	Centimetre
DAL	The Division of Analytical Laboratories
DWMP	NSW Health Drinking Water Monitoring Program
L	Litre
mL	Millilitres
PHU	Public Health Unit
Water Unit	A unit of the NSW Health Environmental Health Branch

Introduction

The “**Guide for Submitting Water Samples to the Division of Analytical Laboratories for Analysis – Quick Reference Guide**” has been prepared for easy reference when collecting and submitting water samples to the Division of Analytical Laboratories (DAL) for analysis.

The Quick Reference Guide summarises the more detailed information set out in the **Guide for Submitting Water Samples to the Division of Analytical Laboratories for Analysis**.

The Guides have been jointly prepared by DAL and the NSW Health Water Unit.

All general enquiries regarding the Guides should be directed to the DAL Water Project Coordinator. Specific enquiries should be directed to the appropriate laboratory manager (refer to Quick Reference Guide 6).



1. How do I collect a Drinking Water Monitoring Program MICROBIOLOGY sample?

Sample Container

- Use a leak-proof sterile container.
- For chlorinated samples use a sterile sample bottle containing thiosulphate.




Label

- Use a NSW Health barcoded label for the correct supply system.
- For an allocated monitoring sample, use a label that has a barcode starting with 1.
- For a repeat or additional sample, use a label that has a barcode starting with 6.
- Record all the relevant details on the label such as sample site code, date and time of collection, chlorination information and any field results.

Collecting the Sample

- Take care not to contaminate the sample during collection.
- Do not rinse the container before taking the sample.
- Disinfect the tap.
- Let the water run for 2-3 minutes.
- Reduce the water flow to prevent splashing.
- Collect the sample, leaving at least 2.5 cm headspace to allow mixing of the sample at the laboratory. A minimum volume of 150 mL is required.

NSW HEALTH Drinking water monitoring program 2009	
Hastings Council	Allocated microbiological sample
Comboyne	Comments-
HA 03 0 0 1	pH 7.8
	Turbidity 2.3 NTU
109HA0349103	Free Chlorine 0.41 mg/L
Date 5/1/09 Time 11:15 AM/PM	Total Chlorine 0.55 mg/L
	Is the system chlorinated (Y/N)? <input checked="" type="checkbox"/>

Transporting Samples to the Laboratory

- Pack the sample into an insulated container together with sufficient freezer bricks to keep the sample cool (2-10°C) during transportation.
- Attach a copy of the DAL address label to the insulated container.
- Dispatch the samples to DAL so that testing may begin within 24 hours of collection.

URGENT WATER SAMPLES
Delivery Address
Division of Analytical Laboratories 480 Weeroona Road LIDCOMBE NSW 2141
<input type="checkbox"/> MICROBIOLOGY <input type="checkbox"/> CHEMISTRY <input type="checkbox"/> PESTICIDES
FRAGILE



2. How do I collect a Drinking Water Monitoring Program CHEMISTRY sample?

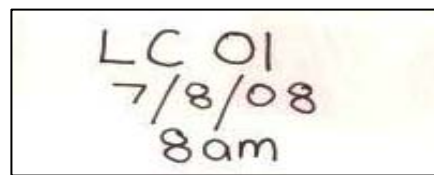
Sample Container

- Use 2 polyethylene screw-capped bottles, a 1L and a 250 mL bottle.



Label

- Use a NSW Health barcoded label for the correct supply system.
- For an allocated monitoring sample, use a yellow label that has a barcode starting with 7.
- For a repeat or additional sample, use a white label that has a barcode starting with 6.
- Place the barcoded label on the 1L bottle.
- Record all the relevant details on the label such as sample site code, date and time of collection, whether the system is fluoridated and if so, the fluoride field result.
- Attach a plain label to the 250 mL bottle. From the barcoded label copy the supply system code (2 letters followed by 2 numerals) and the sampling date and time.



Collecting the Sample

- Flush the lines for 2-3 minutes before collecting the samples.
- Rinse the containers twice with the water to be collected before taking the samples.
- Fill the 1L bottle to the brim.
- Fill the 250 mL bottle to the bottom of the neck, leaving some headspace. Do not fill this bottle to the brim.

Transporting Samples to the Laboratory

- Pack the samples into an insulated container together with sufficient freezer bricks to keep the samples cool (2-10°C) during transport.
- Attach a copy of the DAL address label to the insulated container.
- Dispatch the samples to DAL as soon as possible.



3. How do I collect a Drinking Water Monitoring Program FLUORIDE sample?

Sample Container

- Use a 250 mL polyethylene screw-capped bottle.



Label

- Use a NSW Health barcoded label for the correct supply system.
- For a fluoride-only sample, use a yellow label that has a barcode starting with 3.
- Place the barcoded label on the bottle.
- Record all the relevant details on the label such as sample site code, date and time of collection, and the fluoride field result.



Collecting the Sample

- Flush the lines for 2-3 minutes before collecting the sample.
- Rinse the container twice with the water to be collected before taking the samples.
- Fill the bottle to the brim.

Transporting Samples to the Laboratory

- Pack the sample into an insulated container together with sufficient freezer bricks to keep the sample cool (2-10°C) during transportation.
- Attach a copy of the DAL address label to the insulated container.
- Dispatch the samples to DAL as soon as possible.

URGENT WATER SAMPLES		
Delivery Address		
Division of Analytical Laboratories 480 Weeroona Road LIDCOMBE NSW 2141		
<input type="checkbox"/> MICROBIOLOGY	<input type="checkbox"/> CHEMISTRY	<input type="checkbox"/> PESTICIDES
FRAGILE		



4. How do I collect a PESTICIDES sample?

Sample Container

- ◆ Use a brown glass bottle capable of holding at least 1 L of sample, together with a plastic screw-top cap lined with aluminium foil.
- ◆ Containers must be clean and free from contaminants.



Label

- ◆ **Project Samples:**
Record required details on the issued printed label.
- ◆ **Other samples:**
Record sample details on the container, and complete a DAL sample submission form.

Collecting the Sample

- ◆ Before sampling, rinse the container and aluminium foil with the water to be collected at least once.
- ◆ Fill the bottle with the sample.

Transporting Samples to the Laboratory

- ◆ Pack the samples into an insulated Container together with sufficient freezer bricks to keep the samples cool (2-10°C) during transportation.
- ◆ Attach a copy of the DAL address label to the insulated container.
- ◆ Dispatch the samples to DAL as soon as possible.

URGENT WATER SAMPLES		
Delivery Address		
Division of Analytical Laboratories 480 Weeroona Road LIDCOMBE NSW 2141		
<input type="checkbox"/> MICROBIOLOGY	<input type="checkbox"/> CHEMISTRY	<input type="checkbox"/> PESTICIDES
FRAGILE		



5. Submitting samples to DAL: do I use a LABEL or a FORM?

Sample category	NSW Health label required?	Submission form required?	Prior arrangement with laboratory required?	Do fees apply?
DWMP – Allocated Samples	Yes	No	No	No
DWMP – Repeat, Additional Samples	Yes	No	No	Yes
Public Health Investigations	No	Yes	Yes	No
Projects	Yes	No	No	No
PHU Allocated Samples	No	Yes	Yes	No
Private Supplies Serving the Public	No	Yes	Yes	Yes
Other Private Samples	No	Yes	Yes	Yes

QUICK REFERENCE GUIDE - QUICK REFERENCE GUIDE



6. How do I CONTACT the Laboratories?

General Enquiries

DAL Water Project Coordinator

Phone: 02 9646 0322

Fax: 02 9646 0333

Enquiries about Microbiology Samples

Water Microbiology Laboratory Manager

Phone: 02 9646 0422

Fax: 02 9649 6413

Enquiries about Inorganic Chemistry Samples

Trace Inorganics Laboratory Manager

Phone: 02 9646 0436 / 02 9646 0221

Fax: 02 9646 3718

Enquiries about Pesticides and Disinfection Byproducts Samples

Clinical and Environmental Toxicology Laboratory Manager

Phone: 02 9646 0436

Fax: 02 9646 0455

Enquiries about Insulated Containers and Sample Deliveries

Stores Manager

Phone: 02 9646 0262

Fax: 02 9646 0205

TEMPLATES

The following templates may be copied as required when submitting water samples to DAL for analysis.

The DAL Sample Submission Form is required when submitting:

- ◆ Private samples
- ◆ Samples of private water supplies serving the public
- ◆ Public health investigation samples
- ◆ Public Health Unit allocated samples
- ◆ A request for analysis of non-routine characteristics.

The DAL address label template may be copied and attached to insulated containers for delivery to the laboratory.

WATER ANALYSIS SAMPLE SUBMISSION FORM

FOR: Microbiological Analysis Chemical Analysis Pesticides Other _____

Submitting Authority: _____ Sampling Officer: _____

Authorised Signature: _____ Telephone no: _____

Date Collected: _____ Fax No: _____

Time Collected: _____ am / pm

If sample(s) are being taken by a Water Utility on behalf of a PHU, the PHU is _____

Sample Type: Drinking Swimming Pool/ Spa Surface Water Tidal Recycled water
 Other _____

Treatment: Untreated Chlorinated Filtered UV Fluoridated

REASON FOR SUBMISSION		
Category	Details	Comments
<input type="checkbox"/> Public Health Investigation *	<input type="checkbox"/> Gastrointestinal Illness <input type="checkbox"/> Skin Infection/Rash <input type="checkbox"/> Suspected Contamination <input type="checkbox"/> Incident Investigation <input type="checkbox"/> Follow up to Complaint <input type="checkbox"/> Other	
<input type="checkbox"/> PHU Allocated *	Reason for Analysis:	
<input type="checkbox"/> Private #	Tests Required:	
<input type="checkbox"/> Request for Non-Routine Test	Tests Required:	

* Public Health Unit Use Only

Results for private supplies serving the public that do not comply with the ADWG will be notified to the relevant PHU.

SAMPLE DETAILS			
Sample Marked	Town/Location	Sampling Site	Laboratory Number
1			
2			
3			
4			
5			
6			

LABORATORY USE ONLY: **DATE/TIME RECEIVED:** _____

URGENT WATER SAMPLES

Delivery Address

Division of Analytical Laboratories
480 Weeroona Road
LIDCOMBE NSW 2141

MICROBIOLOGY

CHEMISTRY

PESTICIDES

FRAGILE