



Account # \_\_\_\_\_

Lab # \_\_\_\_\_

**CLIENT NAME** \_\_\_\_\_

Attention to \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ EPA ID Number \_\_\_\_\_

Public Supplies indicate purpose: ☐ ROUTINE ☐ REPEAT OF UNSAFE ☐ OTHER

**SAMPLE TYPE**    Drinking Water    Recreational    Other  
☐ Public    ☐ Pool  
☐ Private    ☐ Spa    ☐ \_\_\_\_\_  
                    ☐ Beach

**SAMPLE NAME** \_\_\_\_\_ **Site #** \_\_\_\_\_

Point of Collection \_\_\_\_\_

Sampling Date \_\_\_\_\_ Time \_\_\_\_\_

Sampled by  
(signature)

**REMARKS** \_\_\_\_\_

pH \_\_\_\_\_ Residual Cl/Br \_\_\_\_\_ No. of Swimmers \_\_\_\_\_

| SIGNATURE       | COMPANY NAME | DATE | TIME |
|-----------------|--------------|------|------|
| Relinquished by |              |      |      |
| Received by     |              |      |      |
| Relinquished by |              |      |      |
| Received by     |              |      |      |

2381 South Plaza Drive  
P.O. Box 3388  
Rapid City, SD 57709  
Ph. 605-348-0111

## DIRECTIONS FOR COLLECTING WATER SAMPLES

1. Do not rinse out sample bottles. Bottle is sterile and contains special chemicals. Do not handle or contaminate lid or neck of bottle. Remove plastic seal prior to sampling.
2. WATER SYSTEMS: Flame faucet carefully with a torch for about 10 seconds and let water run several minutes before sampling. COLLECT SAMPLE FROM SINGLE, COLD WATER FAUCET, IF POSSIBLE. Do not collect from a swing-type kitchen faucet or mixing faucet unless there is absolutely no other alternative. Never collect a sample from a yard hydrant.
3. SWIMMING POOLS OR BEACHES: Plunge bottle under the surface with a forward sweeping motion.
4. Collect sample and ship bottle promptly on MONDAY, TUESDAY OR WEDNESDAY. Samples must be set up for testing within 24 hours.
5. This form should be filled out as completely as possible.
6. Repeat Samples: Systems serving 1000 or fewer people must submit four repeat samples for each unsafe routine. All other systems must submit three repeat samples for each unsafe routine. All repeat samples must be collected on one day. Repeat samples should be collected from the following locations within five service connections of the original unsafe sample:
  1. One from the same location as the unsafe routine sample.
  2. One downstream of the unsafe routine sample.
  3. One upstream of the unsafe routine sample.
  4. If a fourth repeat sample must be submitted, it can be collected anywhere within the five service connections.

Repeat samples should be collected within 24 hours of notification of the unsafe sample. DO NOT COLLECT AND SUBMIT SAMPLES ON FRIDAY, SATURDAY OR SUNDAY.

For systems with a single service connection, four repeat samples should be collected in one day, at least one hour apart.

All systems serving a population of less than 4101 people with a positive routine sample must submit five routine samples during the next month.

Repeat samples will be counted toward compliance with the South Dakota Drinking Water Standards.

All routine samples must be collected in accordance with the sampling site plan.