



H P E N V I R O N M E N T A L
I N C O R P O R A T E D

**Sampling Procedure for Legionella Testing
(Potable Water, Cooling Tower Water & Hot Water Storage Tanks)**

WATER SAMPLE CONTAINERS	Order sample containers using the online order form at www.hpenviron.com/Laboratories/Microbiology or call the lab directly at (703) 471-4200. There is no charge for sample containers or routine shipping to your location, however the client is responsible for return shipment. A total of 2 & 4 containers per package can be ordered and will include a Chain-of-Custody (COC) form. The sample containers are designed specifically for collecting water for microbiological testing. If you cannot use these bottles, please consult with the laboratory for acceptable alternatives. The bottles have an indefinite shelf life.
TEST REQUEST & CHAIN-OF-CUSTODY (COC) FORM	Assign each sample a unique number. Ideally, this number should contain coded information such as "Tower_1-01". When you fill out the Test Request Form it is advised that you record a description of the sample location such as: "Cooling Tower #1, Bldg. 100, upper level roof". You also have the option of completing the COC link on our website: www.hpenviron.com/Laboratories/Microbiology .
SAMPLE COLLECTION (POTABLE, COOLING TOWER & HOT WATER STORAGE TANK WATER)	<p>Samples should be collected early in the week to allow shipment to the lab with receipt no later than Friday of a normal workweek. Do not over fill the sample bottle. Fill to the marked line on the bottle.</p> <p>POTABLE WATER: For water collection, turn on hot water & immediately fill the bottle ($\geq 120\text{mL}$). Take caution not to lose the tablet from the bottle during sampling (if present). Once the sample is collected, secure the lid and shake the sample for a few seconds to dissolve the tablet. For swab collection, remove aerator if present. Moisten the outlet by turning on the hot water for a short time. Insert swab (wipe) into faucet opening rotating two times against the inner surfaces. For a showerhead, rotate swab over entire surface of the showerhead two times. Replace swab in transport tube.</p> <p>COOLING TOWER WATER: It is recommended that cooling tower water samples be collected from the lower basin at the furthest most point from the source of the make-up-water. The sample should be free of sediment. Take caution not to lose the tablet from the EPA bottle during sampling. Once the sample is collected, secure the bottle and then shake the sample for a few seconds to help dissolve the tablet. IMPORTANT: Wait 48 hours after the addition of any large dose or "slug feeding" of disinfectant or biocide into the cooling tower before collecting the sample. Metered addition of biocide typical for maintaining a constant free chlorine concentration is not a problem.</p> <p>HOT WATER STORAGE TANK: Open the drain valve at the base of the heater or storage tank & immediately collect $\geq 120\text{mL}$ of the flowing water into the sample collection bottle. Allow the water to continue to drain for 30 seconds to flush out sediment within the drainpipe. Collect another 120 mL sample into a second sample bottle. Submit both samples, labeled immediate and post flush. Swabs are not considered an appropriate sample for hot water tanks.</p>
SAMPLE LABELING	Please label each bottle (instructions included in each box) with ONLY the sample number or letter that corresponds to the sample number and location listed on the chain of custody.
ORDERING TESTS	Specify the tests you are requesting on the Test Request & Chain of Custody Form included in your kit or use the on-line form at www.hpenviron.com/Laboratories/Microbiology . There are several types of tests that may be ordered to detect & enumerate Legionella bacteria. The most common is Legionella culture. If you are uncertain what test to order contact the laboratory for advice.
SAMPLE HANDLING	Water samples should be stored in a refrigerator and shipped ASAP following collection.
SAMPLE PACKAGING	Package the bottles into the supplied container & include the completed Test Request & Chain of Custody Form with the sample shipment. Be sure to protect the forms from spills and condensation by placing it inside the included plastic bag.
SAMPLE SHIPPING	Samples should be shipped OVERNIGHT for delivery the next day. DO NOT SHIP SAMPLES ON FRIDAY or before a holiday, as the samples will likely sit in a non-acclimatized warehouse over the weekend/holiday period thus damaging the sample. Samples should be protected from extreme heat or cold. Cold Packs are provided. Ship to: HP Environmental, Inc. 104 Elden Street, Suite 11, Herndon, VA 20170 P: (703) 471-4200
REPORTING	Following completion of the analysis, a signed lab report & invoice will be shipped to the client.