



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

Sample Collection and Shipping Procedures for Legionella Testing

ORDERING SAMPLE CONTAINERS	Order sample bottles using the online form at http://www.hpenviron.com/order-online/order-containers.html or call the office at (703) 471-4200. There is no charge for sample bottles or routine shipping to your location; however, you are responsible for the return shipment. 100-ml sampling bottles and 1 liter sampling bottles can be ordered. A 1 liter water sample is recommended for potable water sampling and a 100 ml for non-potable (i.e., cooling towers) water sampling. The sample bottles are designed specifically for collecting water for microbiological testing. Consult the laboratory prior to sampling if different bottles are used for sampling.
ONLINE TEST REQUEST PROCEDURE (OPTIONAL)	An optional online test request procedure is available at http://www.hpenviron.com/order-online/test-request.html . This service may be used in advance of collecting samples to generate an electronic sample data sheet and test request form that will notify our laboratory that samples are pending. Although there are several types of tests that may be ordered to identify Legionella bacteria the most common is Legionella culture (CDC Protocol). If you are uncertain what test to order contact the office at (703) 471-4200 for advice.
SAMPLE COLLECTION PROCEDURES	<ol style="list-style-type: none"> 1. Personal safety and precautions should be observed during sampling. Avoid breathing aerosols that may be contaminated with <i>Legionella</i> bacteria. Avoid generating aerosols/mists during sampling. 2. Prepare the sample bottle for sampling. Sodium thiosulfate (white powder or tablet) is routinely added to the bottle as a preservative and halogen (chlorine)-neutralizing agent. 3. For drinking or potable water such as drinking water fountains, faucets, and showers, collect both hot and cold samples, if possible. When sampling a water system with a faucet aerator or showerhead a swab of the faucet aerator and inside the faucet and head of the shower should be taken. Sterile swabs shall be provided upon request. Leave a one-inch air space on top of the water sample. 4. For non-drinking or non-potable samples from such sources as cooling towers, chillers, surface water in reservoirs, storage tanks, sprinklers, etc., collect 100 ml water from the bottom or side of the vessel or reservoir. If taking a cooling tower sample, also consider taking a sample in the pack column. Leave a one-inch space on top of the sample. If sampling whirlpool spas or fountains/water walls consider taking a swab sample of any biofilm as well as a sample of the sand filter. Sterile swabs will be provided upon request. 5. Following sample collection tightly cap the bottle and label it with a unique number/letter and record on the sample data sheet (chain-of-custody form). Complete all additional sample information listed on a sample data sheet for your own record. It is important to record any biocide used in water treatment when collecting water, if possible. Send a copy of the sample data sheet with the samples to the laboratory. You can download a copy of the sample data sheet at http://www.hpenviron.com/forms/chain-of-custody/index.html. 6. Make sure that water does not leak during shipping and transporting. Taping the bottle around the cap and neck with electrical tape is recommended.
SAMPLE LABELING PROCEDURE	Label each bottle with a unique sample number or letter that corresponds to the sample number and location detailed on the sample data sheet.
SAMPLE HANDLING PROCEDURE	Water samples should be stored in a refrigerator following collection. Take care not to freeze samples and to protect them from direct sunlight. Schedule sampling between Monday and Thursday so that samples can be delivered to the laboratory no later than Friday. Samples must be delivered to the laboratory within 2 days of sample collection. Samples that exceed this hold time will need to re-sampled. Take holidays into consideration.
SAMPLE PACKAGING PROCEDURE	Package the bottles into the supplied shipping box and include a completed sample data sheet. Be sure to protect it from spills and condensation by placing the sample data sheet inside the enclosed plastic bag.
SAMPLE SHIPPING PROCEDURE	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 warehouse over the weekend/holiday period thus damaging the sample. Samples should be protected from extreme heat or cold. A cold pack is provided. Ship to: HP Environmental, Inc. 104 Elden Street, Suite 11, Herndon, VA 20170 P: (703) 471-4200
REPORTING	A formal report and invoice for service will be provided within 10-14 days of sample receipt.