



## ANALYTICAL &amp; DIAGNOSTIC LABORATORY SERVICES

215 Marshall Street, Flora Park, Polokwane, South Africa  
P.O. Box 115 Bendor Park 0713  
Tel: +27(15) 297-6666  
E-mail: info@caprivet.co.za

**SAMPLING PROCEDURE**

The glass bottle(s) is for the microbiological samples and the plastic bottle(s) for the chemical samples.

**1. Sampling for the microbiological constituents:**

- Open tap completely and run tap/pump for 2 minutes.
- Close the tap.
- Sterilize the tap/pipe with 70% alcohol or spirits. The entire tap including the opening of the nozzle should be sterilised. The nozzle can be sterilized by dipping the nozzle into a beaker filled with the sterilizing agent.
- Flame off the excess sterilizing agent by setting it alight with a lighter/appropriate burner.
- Open tap completely and run tap/pump for an additional 2 minutes.
- Without reducing the flow of water, draw a sample into the glass container by opening the bottle as close as possible to the flowing water. **NOTE:** Do not touch the inner layer of the cap or bottle whatsoever.
- Fill bottle to the neck only. Ensure that the sample does not overflow. This may lead to cross contamination of the sample.
- Cap the bottle very tightly.
- Immediately place the glass bottle in a cooler box filled with sufficient ice packs.  
**TAKE NOTE: DO NOT USE ICE CUBES AS COOLING AGENT.**
- Care must be taken that the sample container does not come into contact with direct sunlight.
- The samples should be submitted to the laboratory immediately post sampling. Should immediate submission not be possible, the samples should be refrigerated (not frozen). Ensure that the sample temperature is below 10°C at time of sample reception.
- If samples are submitted to the laboratory 1 day after collection and temperature of samples is greater than 15°C, sample condition will be noted as prolonged sample submission period.

**2. Sampling for chemical constituents:**

- This sample should be sampled immediately post the microbiological sample.
- Sterility is not essential for chemistry samples. **NOTE:** The flow of water from the source should not be interrupted post the microbiological sample and prior to sampling of the chemical sample.
- The container should be filled to the brim. The Laboratory requires a minimum volume of 1 000ml (1 litre) for chemical analysis.
- **DO NOT** refrigerate chemical samples should they be submitted to the laboratory on the same day as that of sampling. Should the samples not reach the laboratory on the same day as that of sampling, the same preservation route should be followed as set out above in the microbiological section.
- Ensure that the sample is kept from direct sunlight post sampling and during transportation thereof to the laboratory.
- Samples submitted more than three days after collection will be registered as prolonged sample submission. If analysis of free chlorine is required then date of sampling and submission must be the same.

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