

SAMPLE COLLECTION INSTRUCTIONS (Not For Lead Testing)

This sample collection kit contains supplies for collecting your water and submitting it to the Illinois State Water Survey for analysis. If you are testing for lead, use the lead instructions for collection of those samples.

The number and size of bottles included may vary, depending on what testing you have requested.

- If there are multiple bottles labeled with letters such as “A” – all bottles with the same letter are considered one sample. For example, all “A” bottles are one sample. If there are multiple bottles labeled with “B,” all “B” bottles are a separate sample, etc. Some tests for each sample come out of one bottle, some tests come out of the other.
- Samples must be submitted in the bottles provided by our lab to be accepted.
- The kit should also contain an information sheet, an ice pack, a return address label and a “Chain-Of-Custody” (COC) form.
- The COC form will be mostly completed, but you will need to enter information there as described on the form.

Other Tips:

- Freeze the ice pack prior to sample collection. This will help to preserve the water samples during transit.
- For Reverse Osmosis (RO) systems, see the next bullet point for flushing information. For other systems: open the tap that the water is to be collected from and allow the water to run until it feels as cold as it will get (usually 5 minutes or more). This clears the plumbing of stagnant water so a sample representative of the true water quality can be obtained.
- RO systems usually only require a few seconds of flushing, then fill the bottles as explained below.
- While the water is flowing, fill all bottles for that sample to the neck of the bottle or above.
- Complete the information sheet as thoroughly as possible. Also provide a complete mailing address for the property with the well. It may also be helpful to mark the location on a printed map.
- Return the cooler, samples, frozen ice pack, COC form and completed information sheet. Samples may be sent using the return address label or returned in person to Dock B at the Water Survey. Samples are received in the laboratory Monday through Thursday from 9:00 AM until 3:00 PM. For a map and more information, see the reverse side of this page.

Typically, you will receive a copy of the analysis and a report within about 6 weeks after your water samples arrive in the laboratory. If you have questions or concerns, please feel free to contact us at 217/300-7420.

Samples may be dropped off at our facility in Champaign, Illinois. Our address is:

Illinois State Water Survey
2204 Griffith Drive
Champaign, IL 61820

The specific location for sample receipt is Building 2, Dock B. Follow Griffith Drive to Bailey Drive to Dock B. Leave the sample inside if possible or on Dock B if you are unable to enter the building.

