



## POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

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### **SECTION: ENVIRONMENTAL HEALTH**

#### **POLICY #: 511 WATER SAMPLING**

**POLICY:** Central Valley Health District (CVHD) may be requested to sample water sources.

#### **PROCEDURE:**

1. Obtain sample bottle from laboratory. The reason for sampling will dictate if the North Dakota Department of Health Laboratory or a private laboratory is used.
2. The laboratory may have specific instructions pertaining to the shipment of the sample. It is important to understand these directions prior to sampling, and to follow them exactly.
3. When sampling the following procedure shall be followed:
  - a. Remove any screens or hoses from the selected faucet or spigot.
    - i. If the screen cannot be removed flame the screen with a lighter or match.
  - b. Turn on the faucet/spigot and allow cold tap water to run for two to three minutes. Do not open the faucet completely.
  - c. Do not set the cap of the bottle down; rather hold the cap threads facing down. Do not touch the inside of the bottle. Fill the sampling bottle, without allowing any part of the bottle to come in contact with the faucet/spigot.
  - d. Cap the sample immediately.
  - e. Follow the laboratory instructions concerning the labeling and shipment of the sample.
4. Log inspection information into CVHD complaint log located under Environmental Health on the CVHD shared drive.