

**INSTRUCTIONS FOR COLLECTING WATER SAMPLES
FOR MICROBIOLOGICAL ANALYSIS**

1. **DO NOT OPEN BOTTLE BEFORE SAMPLING!** Sterilized bottles contain a dechlorinating chemical.
2. **NEVER SAMPLE FROM A HOSE.** Remove screen from faucet. Flame faucet with a match to kill any bacteria on the faucet. Bleach can be used to kill the bacteria instead of flaming as long as you bleach the faucet opening.
3. Let the cold water run for a few minutes.
4. **BEFORE OPENING THE BOTTLE, REMOVE THE CLEAR PLASTIC SEAL BY TEARING TAB DOWNWARD.** Discard seal. Open the bottle, being careful not to handle the neck or the inside of the cap. Hold the bottle near the base and fill it, without rinsing, to the fill line. Replace the cap.
5. Samples must be processed within 24 hours after collection. **SAMPLES MUST BE KEPT COLD (ON ICE), BUT NOT FROZEN.** Make sure the ice does not leak in shipment.
6. **SUBMIT BACTERIA SAMPLES MONDAY THROUGH THURSDAY, 8 A.M. to 4 P.M.** The receiving office of the SWAT Laboratory is in the PGEL Building, West Door, NMSU. The building is located west of Knox Street between College and Stewart Streets. If you have any questions, please call us at 505-646-4422.

Mailing Address

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Holidays when the Lab does not take microbiological samples -

Martin Luther King Day	Jan. 19, 2004
Spring Holiday	April 9, 2004
Memorial Day	May 31, 2004
Independence Day	July 5, 2004
Labor Day	Sept. 6, 2004
Thanksgiving	Nov. 25 - 26, 2004
Christmas	Dec. 24-31, 2004