



WELL WATER TESTING AND COLLECTION PROCEDURES

The **bacterial water test bottle** contains a powder chemical and that must be picked up from the Planning & Development, Environmental Health located at 110 Courthouse Plaza, Manhattan, KS prior to testing. Payment must be received at this time for all testing to be done. Payment methods are cash, checks made payable to Riley County or credit cards (Visa, MasterCard, Discover & American Express; subject to a 2.5% service fee).

Collect your sample(s) and deliver the same day to Planning & Development, Environmental located at the 110 Courthouse Plaza, Manhattan, KS.

Monday through Thursday 8:00 a.m. - 5:00 p.m.

Samples can't always be taken on the above days due to holidays and schedules. We make every effort to post a sign in our office of those dates. It is highly recommended that you verify the date with our office prior to taking the sample.

INSTRUCTIONS: *Bottle with powder chemical preservative*

- **DO NOT** pour out the powder in the bacterial test bottle.
 - **Discard** the seal and hold the lid inverted until replaced back on the bottle.
 - **DO NOT** contaminate the bottle or sample by touching the lip, lid or inside of the bottle.
 - **Keep** the bottle out of the reach of children and do not ingest or drink the liquid.
 - **NEVER** rinse the bottle.
1. Select a frequently used faucet inside the house such as the kitchen sink. **DO NOT USE** frost-free hydrants, dirty faucets or reverse osmosis taps. **Do not remove aerators, disinfect faucet, or flame.**
 2. Turn on the **cold water tap** and run the water at full force for 3 to 4 minutes and then reduce the flow to a pencil sized stream to prevent splashing.
 3. Hold the container in one hand, unscrew the lid with the other hand, and immediately fill the container until it reaches the top of the 100ml fill line.
 4. As soon as the container is filled, open “Colilert” powder pack and dump in sample, tilt two times, replace and tighten the lid.
 5. Record the following information on the bottle:
 - Date and time of collection**
 - Name and address listed on the Water Screen Report form**
 - Water tap used (kitchen sink, etc.)**
 6. Deliver the water sample the same day (preferably within 4hrs. of collecting) for testing.
 7. Protect the sample from excessive heat and cold.

INSTRUCTIONS FOR CHEMICAL TESTING: *Nitrate, Hardness, Iron, Sulfate, Chloride, Fluoride, pH, and Total Alkalinity*

Chemical water testing requires a disposable container such as a water bottle. Do not wash the bottle with soap. Rinse the bottle four (4) times with the water to be tested and fill the bottle on the fifth time. Only one bottle is needed.



Any questions please contact:

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