

## BACTERIOLOGICAL SAMPLE SUBMISSION SHEET FOR HOMEOWNERS

(complete electronically or with indelible pen only – no pencil/marker)

### HOMEOWNER INFORMATION (MUST BE COMPLETE FOR ANALYSIS):

Collector's Name: John Doe Phone #: (814) 123-4567

County: XYZ County

box and enter email address for electronic results: myemailaddress@myweb.com

### MAIL REPORT TO US POSTAL ADDRESS:(PRINT LEGIBLY):

John Doe  
123 Any Street  
Anytown, PA 12345

**SAMPLE RESULTS:**  POTABLE  
 NOT POTABLE

Total Coliforms  Present  Absent

*E. coli*  Present  Absent

Analyst \_\_\_\_\_

Other \_\_\_\_\_

### HOMEOWNER SECTION (MUST COMPLETE FOR ANALYSIS):

PRINT COMPLETE ADDRESS OF RESIDENCE WHERE SAMPLE WAS COLLECTED:

box if same as US Postal Address

John Doe  
123 Any Street  
Anytown, PA 12345

Commercial Courier  
 Hand Delivered

Date Collected: (MM-DD-YY)

0	1	0	2	2	3
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Time Collected: (Military)

1	3	4	1
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**REQUESTED ANALYSIS:**

Potable Water Assessment

### CHECK ONLY ONE BOX FOR EACH OF THE FOLLOWING 3 LINES:

**Type of Sample:**  Drinking Water  Other \_\_\_\_\_

**Source of Water:**  Well  Spring  Reservoir  Other \_\_\_\_\_

**Sampling Location:**  Kitchen  Bathroom  Outdoor Tap  Barn  Other \_\_\_\_\_

### Bureau of Laboratories USE ONLY

Collector ID #	5	9	9	7	Seq #:				Sample ID:
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Matrix:	0	1	Reason	0	1	Cost Center:	0	6	5	Received by:
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Program	0	0	0	2	SAC	B	0	1	0	Initials: _____
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Legal Seal Number	Intact?	Initials	Temp ≤ 6°C	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
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## Bacteriological Sample Submission Sheet for Homeowners

### Instructions for Completing the Homeowner Sample Submission Sheet

1. Use a separate sample submission sheet for each sample that you are submitting for analysis.
2. **Legibly enter all the information requested on the sheet**, except the broken border boxes that are for laboratory use only.
3. The sample collection date and time entries must be completed by person who collected the sample.
4. Official sample results will be mailed to the U.S. postal mailing address provided on the sheet within five (5) business days. If you would prefer results be sent electronically to you, check the box and enter your email address in the space provided.
5. The microbiology laboratory will test your water sample for the presence of Total coliform and *E. coli* bacteria.

### Sampling Instructions for the Homeowner

1. A water sample(s) should be taken before noon on the sampling date and transported to the office where the sampling kit was obtained by early afternoon on the same date.
2. Use a permanent marker to label the sample bottle with the homeowner's full name and date of sample collection.
3. Remove the aerator, purifier or hose from water tap, if present.
4. Allow cold water to flow freely for 3 minutes. If you have chlorine shocked your well, make sure that there is no remaining chlorine residual in the water by allowing it to completely flush out of the water system. Remaining chlorine residue will yield a false negative result and invalidate the test.
5. Open the plastic sterile sample bottle using caution not to contaminate the inside of the sample bottle or lid.
6. Do not rinse out the sample bottle. The bottle contains a neutralizing agent that must remain in the bottle during sampling and testing.
7. Fill the bottle to its shoulder or base of neck. Leave ample space for mixing. Sample(s) must be greater than 100 milliliters. Filling to the shoulder ensures 120 milliliters of sample volume.
8. Keep samples cold while in transit to the office. Sample temperatures must be between 32°F to 50°F. Use ice or freezer packs to properly refrigerate the sample. If ice is used, place the samples in a sealed plastic bag to protect from ice water contamination. The sample submission sheet also needs to be protected from water and should be placed in a separate plastic bag. Failure to keep samples at this temperature will result in the laboratory rejecting the sample for analysis.

### Sample Report Interpretation

A result of "potable" indicates neither Total coliform or *E. coli* bacteria is present in your drinking water.

A result of "not potable" indicates that bacteria is present in your drinking water and it is NOT SAFE for drinking. If you have questions regarding how to disinfect your well of the bacteria present, please contact your PA DEP regional office (or other) from where you received your homeowner testing kit or consult the following links available online:

**DEP Disinfection of Home Wells and Springs Fact Sheet 3900-FS-DEP0131 in DEP's eLibrary folder:**  
<http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4266>

**Penn State Extension: Shock Chlorination of Wells and Springs:**  
<https://extension.psu.edu/shock-chlorination-of-wells-and-springs>