

# General Guidance on Water Quality Sampling



The following forms a guide to collecting a representative water sample for analysis by B. A. Hydro Solutions Ltd. laboratory. Please note that the sampling methodology for other laboratories/test parameters will be different as alternative sample bottles contain different fixing agents which require different sampling processes.

- B. A. Hydro Solutions Ltd. lab **CANNOT accept samples on the weekend or on bank holidays.** Only send samples **MONDAY - THURSDAY**, or deliver directly to the office if necessary. The last weekly sample acceptance is 1pm on a Friday.
- Samples must arrive at B. A. Hydro Solutions Ltd. lab less than 24 hours after sampling, **NO LATER than 1pm.** Samples arriving after 1pm cannot be guaranteed to be tested the same day and may go out of stability. We can provide a pre-paid, adhesive Royal Mail Special Delivery Guaranteed before 1pm postage label for an extra cost upon request.
- Water quality analysis of samples arriving more than 24 hours after sampling may not be reliable or valid. B. A. Hydro Solutions Ltd. will aim to notify the sender in these cases, and will continue with testing unless otherwise instructed. B. A. Hydro Solutions Ltd. may refuse to test such samples if it is apparent they have degraded.
- **Email or call B. A. Hydro Solutions Ltd. at the time of sending** to advise that a sample is being sent so that time in the lab can be reserved for your analysis.
- Before sampling an irregularly used borehole or well – pump at least 3x the volume of water in the borehole or well before sampling.
- If sampling from a domestic source - take the sample from the kitchen sink or the point where the household take water for drinking/food preparation.
- Only use sample bottles provided by B. A. Hydro Solutions Ltd. unless otherwise agreed.
- When provided with a cool pack during warmer months, place in a freezer the night before sampling and add to return package with your sample.

- **INSTRUCTIONS FOR SAMPLING PROCEDURE**

**TAP DISINFECTION FOR MICROBIOLOGICAL SAMPLES-** ensure the tap is properly disinfected so that any bacteria present in and around the faucet will not contaminate your sample:

1. **WASH HANDS** before sampling.
2. Remove any filters and end fittings from the tap.
3. Turn the tap on at maximum flow rate and let it run for 2-5 minutes.
4. Turn the tap off and disinfect the tap by submerging/spraying the end of the tap in a disinfectant (e.g. 70% isopropyl alcohol disinfectant or bleach solution). Allow the disinfectant to stand for a contact time of at least 5 minutes.
5. Wipe the tap with a clean paper towel to remove the disinfectant.
6. **Run the tap at maximum flow rate for another 5-10 minutes BEFORE sampling.**
7. Make sure any cleaning chemicals are washed off by the water from the tap before sampling so they do not enter the sampling bottle.

**TAKING THE SAMPLE:**

1. **After running the tap at maximum flow rate for 5-10 minutes**, reduce to a steady and consistent flow for filling the sampling bottles.
2. For bacteria tests, **DO NOT remove the lid from the sample bottle until immediately before filling**, and avoid touching the inside of the lid or the bottle to minimise the risk of contamination.
3. Remove the lid of the bottle, breaking the sterility seal.
4. Hold the lid facing downwards and fill the sampling bottle by placing under the running tap. Fill the bottle as full as possible, avoiding splashing or overflowing. Do not leave air space.
5. Immediately replace the lid and ensure it is tightly secured.
6. Repeat to fill all the bottles provided in your sampling kit.

- Label your bottles with an indelible marker. You may label with a sample name, short description (e.g. kitchen tap) and time of sampling.
- Fill in paperwork with as much detail as possible: the date and time the sample is taken, as well as where the sample is from, i.e. raw borehole, tap post-treatment, mains water etc., and postcode for the site. Please state if you require chemical and / or bacteriological analysis. Send with the sample in the post.
- Refrigerate samples if there is a delay between sampling and posting. If possible, send sample packed with a frozen/cool chiller pack (provided upon requested).
- Drop off at your nearest post office as soon as possible after sampling.

B. A. Hydro Solutions Ltd. laboratory services  
Revised – July 2022

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