

## PREPARING AND STORING YOUR SAMPLE

1. Remove the red lid (see Figure 1) from the sterile microbiological sampling bottles. **Do not open or tamper with the bottles before use.** These bottles already contain 20mg/L sodium thiosulphate, to neutralise any residual disinfectants. Once used once, they can't be re-used until sterilised and processed by the lab.



Figure 1. Microbiological sampling bottle

2. Carefully pour the water sample from your beaker into the microbiological sampling bottle.  
Ideally, do this with a second person – one to hold the bottle and one to pour. If you're on your own, place the bottle on a flat surface and pour carefully.
3. Fill the bottle to the **500mL mark**, visible at the neck of the bottle. This leaves enough airspace for microorganisms to respire, and enough sample for analysis.
4. Label the bottle clearly with:
  - **Date**
  - **Sample Type** = Name of waterway and location (must match the 'sample reference' box on the laboratory form)
  - **Water Type** = 'Bathing Water'

- Fill in the paper form provided to send with your sample. Refer to 'PMS water sample request form with notes' (Figure 2) for help.

PMS Form 050 Issue 10

**PMS Water Sample Request Form**  
Please Tick Boxes For Analysis Required & state Matrix Type

Company Name Surfers Against Sewage Date The date you filled in this form

Your Order Number \_\_\_\_\_ Sampled By The name of your community

Site Reference The name of your river Sample Date The date you took the sample

Sample Reference Customers Identifier Comments	Time Sampled HH:MM	Temp °C	Matrix Type e.g. Potable, Pool etc.	Tvc@37oc & Tvc@22oc	Tvc@37oc	Coliforms	E.coli	S.aureus	Enterococci	C.perfringens	Pseudomonas	SRB	NRB	Legionella	Other (Please Specify)
1 This information will be returned to us along with the data to allow us to identify which site the sample is from. Write here whatever allows you to identify the sample easiest (i.e. River - Location - Bathing site/pollution source site). Use one row for each sample (i.e. one for the bathing site, one for the upstream pollution source)	X	If available	Bathing water			X	X		X						
2															
3															
4															
5															
6															
7															
8															

Figure 2. PMS water sample request form

- Place the sample bottle(s) into the **cool bag** provided, next to the **ice block** to keep them cool.

If you're heading home before the DPD collection, you may store the sample(s) in your **fridge**. If using your fridge:

- Make sure bottles are **double-contained** (inside another container).
- Keep them **separate from food**.
- Do not freeze the samples.

- Sanitise your hands using the sanitiser provided after handling the samples.