



Greenway Engineering Environmental Laboratory

151 Windy Hill Ln. Winchester, VA 22602 (540) 662-4185 wetlab@greenwayeng.com

Please visit our video tutorial for coliform sample collection by clicking "How to take a sample for coliform analysis" at www.greenwaywetlab.com

Water Sample Rejection Policy – If the sample does not meet these requirements, it will be rejected and a request for resample will be made.

The sample must:

- **Be collected in the proper container (a 100-mL sterile sampling container w/ sodium thiosulfate).** All of the containers necessary for sampling for Total Coliform & E. coli are provided by the laboratory as a “kit.” Samples CANNOT be collected in mason jars, spring water bottles, drinking cups/glasses, or any other type of container that is not sterile. The sample will be rejected if delivered in these types of containers.
- **Be properly identified** (label on bottle filled out) and **delivered with completed Chain of Custody** and **delivered with payment** (unless you purchased the kit online OR are under contract and billed monthly).
- **Arrive** at Greenway Engineering’s Environmental Laboratory **within 30 hours of collection** (leave ample time for login and analysis, at least 45 minutes). Samples accepted Monday – Thursday 8 am to 5 pm.
- Have **BOTH bottles filled ABOVE the 100-mL line.**

Sampling Instructions – please read prior to taking sample and collect in provided container only.

- Do not use the container if the seal is broken or the bottle is damaged in any way.
 - Do not open **sterile** sampling container until you are ready to take the water sample.
 - Do not empty anything out of the sampling containers (“pills,” powders, or liquids)
 - **Do not attempt to collect sample until the aerator screen has been removed and the tap sterilized with alcohol.** If you do not remove the aerator screen and sterilize the sample tap, the laboratory will not be able to tell you if any contamination present in your sample is actually in your water or if it is from a contaminated sample tap. Please eliminate this question by following all instructions, including removing aerator screen and sterilizing tap, prior to collection.
1. **Remove Devices:** Water taps used for sampling should be free of aerators, strainers, hose attachments, mixing type faucets, and purification devices. Remove such devices prior to sampling.
 2. **Sterilize Faucet:** Use a cotton ball saturated with isopropyl (household rubbing) alcohol to swab the inside and outside of the faucet very well. If an outside tap must be used (this is not preferred), heat the exterior of the faucet to dryness with a propane torch and then sterilize with rubbing alcohol and a cotton swab.
 3. **Run Water:** Run cold water through the faucet for at least 5 minutes. Proceed to Step #4 only if you “shocked” (added chlorine or bleach) to your well. If you are simply performing routine testing of bacteria, and have not recently “shocked” your well, please proceed to step 6.
 4. **Check Chlorine:** Use the container labeled “QC Check Bottle – Temp, pH, FCl2” and fill it to the red line (about 1/10 of the way, 10 mL). Open one packet of DPD (foil pouch) and empty it into the partially filled container. Mix well and then allow 3 minutes for a color reaction to occur. If the water turns even a faint pink, Chlorine is still present. Continue to flush/drain the well by letting the water run several more hours (see shocking instructions) until you feel that the Chlorine has been removed. Repeat Step 4. Do not proceed to Step #5 until you no longer observe a pink color change. ****Warning** DPD is toxic. Keep out of reach of children and wash hands after using DPD.**
 5. **Rinse Check Bottle:** Rinse the Temperature, pH, and Chlorine Check Bottle several times with non-chlorinated (e.g. bottled) water to remove any traces of chlorine.
 6. **Open Container:** Open the sterile container – ensure that you do not touch the inside of the lid or the inside of the container with your hands or any surfaces.
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7. **Fill Container:** Fill both the Sterile Coliform sampling container and your QC check bottle with sample from your sterilized tap. Be careful not to touch the inside of the bottle or the lid with your hands. Do not let the inside of the lid or the bottle come into contact with any surface (e.g. countertop, water faucet, etc.) **FILL BOTH CONTAINERS AND RETURN TO LABORATORY.**
Fill above Line: Carefully fill the container **above** the 100-mL line - do not rinse, overflow, or dump water out. The sterile container will contain a blue “pill” (Sodium Thiosulfate) that will neutralize any traces of Chlorine left in your water. Please leave this “pill” in the bottle and do not dump it out of the container.
8. **Replace Cap:** Replace the cap and tighten.
9. **Keep sample cold** (< 10°C) either by refrigeration or in an ice-chest or cooler until transport to the laboratory.
10. **Fill out Forms:** If not already completed, the Chain of Custody must be completed immediately after taking the sample. Please fill in all highlighted areas and write “N/A” in the spaces that do not apply to your sample. **If results are to be given to the Health Dept., you must provide a Tax Map Number.**
11. **Deliver to Lab:** Coliform samples must arrive at Greenway Engineering Environmental Testing Laboratory within 30 hours of collection. Please try to deliver it to the laboratory within at least 29 hours to provide us with an hour to prepare for and test the sample. Payment must be received at the time of sample delivery to the laboratory. Cash, checks, and credit card payments are accepted. Please make checks payable to: Greenway Engineering.

General Information

Laboratory Hours: 8:00 am – 5:00 pm Monday - Friday. Please call after these hours and on Saturdays or Sundays to determine if after-hours sample delivery is available that day. **Coliform samples are usually not accepted on Fridays. Coliform samples are accepted Monday through Thursday.** If you need to deliver a coliform sample on Friday, please contact the laboratory in advance to see if a Friday sample can be accommodated.

Laboratory Location: Greenway Engineering 151 Windy Hill Lane Winchester, VA 22602 (behind Garber’s Ice Cream)

Directions: From I-81S (travelling from the north) take the Winchester exit 313A (second exit) and follow the large curve, keep to the right and turn right onto 522S (Front Royal Pike). **From I-81N** (travelling from the south) take the Winchester exit 313 and go straight through the light onto 522 S (Front Royal Pike). Proceed south on 522 S (toward Costco). When you are travelling south on 522, Costco will be on your left-hand side. After passing Costco on 522 S., Windy Hill Lane is the second road on the right. Turn right onto Windy Hill Lane immediately before the Garber’s Ice Cream Plant. If you reach Garber’s on 522, you went too far. After turning right onto Windy Hill Lane, Greenway Engineering is on the left-hand side of Windy Hill Lane. Turn left into Greenway Engineering’s parking lot and proceed through the metal gates. Follow the signage to the laboratory by turning right at the large green garage. There are designated parking spots for laboratory sample drop off on the right side toward the end of the parking lot. Enter the laboratory through the double doors at the very rear of the building – the side that faces 81. The laboratory is marked with a sign. Ring the door bell for assistance if you do not immediately see an employee. Please do not hesitate to contact us if necessary!

Contact Information: (540) 662-4185 (540) 722-9528 (fax) wetlab@greenwayeng.com
(540) 974-0363 (Cell – Andrea R. Martin)

Please do not hesitate to call or email us with any questions or concerns.

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