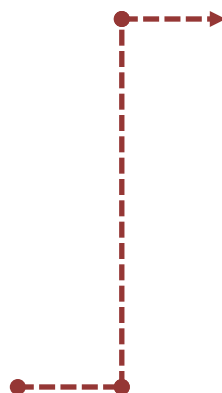




#### PRIOR TO COLLECTION

- Plan enough time to complete sampling; samples must be returned within **28 hours** of collection
- Ensure the Sample Kit has the following items:
  - Chain of Custody form
  - one 100mL plastic bottle with preservation (white pill or powder) per sampling point
  - one barcode label (if applicable)

**NOTE!** Do not touch the inside of the lid or bottle for possibility of contamination.



#### SAMPLE REJECTION

Samples will be rejected (not analyzed) if any of the criteria below is met:

- form is incomplete, illegible, or missing
- bottle is not labeled appropriately
- insufficient amount (<100mL) of sample collected
- sample is not received within method holding time of **28 hours**
- sample is not received in the DEQ provided 100mL plastic bottle
- sample is frozen
- damaged beyond usability
- not collected from approved sample site

#### SAMPLE COLLECTION

1. Remove the aerator from faucet. Only utilize two handled faucets. Do not use single handle faucets, outside taps, or frost free hydrants (See figure below).



2. Clean the faucet threads inside and out with at least a 10% bleach solution.
3. Turn cold faucet on and allow to run for 5 minutes.
4. Reduce flow to slow, steady stream.
5. Open bottle by removing sterility seal from lid.
  - Do not touch inside of lid or bottle.
  - Do not remove the white pill or powder inside bottle
6. Fill the bottle slightly above the 100mL fill line (See figure on the right).

7. Replace cap tightly onto bottle. Do not over tighten; this could result in broken lid or bottle.
8. Vertically place provided bar code label on bottle. If a label is not provided, label bottle (not lid) with; date and time (a.m./p.m.) collected, collector/company name/PWSID# sample point (kitchen/bathroom sink, etc.).
9. Complete the Chain of Custody.
10. See back for "Sample Delivery" details.

**Maximum - Fill Volume**

**Minimum -100ml Fill Line**



# RTCR

## Revised Total Coliform Rule

## State Environmental Laboratory Services Oklahoma Department of Environmental Quality



### Sampling Guide For The Collection of SM 9223B Total Coliforms and E. Coli

#### SAMPLE DELIVERY

##### MAIL

Sign and date each Chain of Custody form before mailing. Place all completed forms in shipping container with your Total Coliform sample(s). Use the provided address labels from Sample Kit. If using a courier, i.e., FedEx, UPS, etc., address your label as the following:

Oklahoma Department of Environmental Quality  
707 N. Robinson  
Oklahoma City, OK 73102

For USPS shipments, address your label as the following:  
Oklahoma Department of Environmental Quality  
P.O. Box 1677  
Oklahoma City, OK. 73102

##### PERSONAL DELIVERY

The person delivering samples will sign all Chain of Custody form(s) at the receiving window of the DEQ Sample Management Unit located through the door on the northeast corner of the building. Hours of operation are Monday – Friday 8:00 am to 4:30 pm except on state holidays.

For collection assistance, scan the QR code to the right or visit DEQ's YouTube page, OklahomaDEQ, to view the "PWS Total Coliforms Tutorial"



**Need  
Help?**

For questions about the analytical prices and fees, scan the QR code to the right, or visit the SEL's page of the DEQ's website at [www.deq.ok.gov](http://www.deq.ok.gov)



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For further assistance or concerns, call 1-866-412-3057 or email us at [selsd@deq.ok.gov](mailto:selsd@deq.ok.gov)

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SEL-Customer\_Assistance/Instructions for PWS - Total Coliform/ E. coli: 8999-GUI01-R05-102324