

# Instructions for Filling Sample Bottles

1. **Call the lab** to inform them of your intentions on using the Drinking Water Emergency Sample (DWES) kit for sampling. **1-800-821-7284**
2. If the **Integrity of Seal** on cooler exterior was compromised consult with lab or obtain a new kit.
3. **Do not touch** the inside of the bottles or the caps before or after filling the bottles.
4. **Fill** all bottles according to the instruction on the back of this sheet.
  - a. VOC vials – Ensure No Air Space
  - b. Microbiological sample bottles - Don't Rinse or Touch with Hands, and fill to 100 mL.
  - c. All other bottles – Fill to bottom of screw cap. Don't over fill.
5. Fill all the bottles from the **SAME location**.
6. Package bottles in cooler to **minimize contact** between glass bottles.
7. **Pack with ice** to maintain sample temperatures at 4 degrees C.
8. REMINDER: Fill out all **required paperwork** and place in envelope on exterior of the cooler for transport.
  - a. **Chain of Custody** (COC) form
  - b. **Test Request** Form
9. IMPORTANT: **Decontaminate** if necessary and apply **evidence tape** to cooler lid and **Initial**.



10. **Notify the State Laboratory** by calling **1-800-821-7284** or Point of Contact number if previously provided and provide the following:
  - a. Who will be transporting the cooler and their contact information?
  - b. Estimated time of arrival at the lab.
  - c. Coordinate drop off location at the laboratory.
11. **Transport Cooler** to:

State Environmental Laboratory  
1400 E. Broadway  
Helena, MT 59501

# VOC Sampling



- ◆ Fill bottles COMPLETELY
- ◆ Leave NO Air Space



- ◆ Turn the bottle upside down to confirm no air bubble is present



**WRONG**  
Make sure there are no air bubbles

# Microbiological Sampling

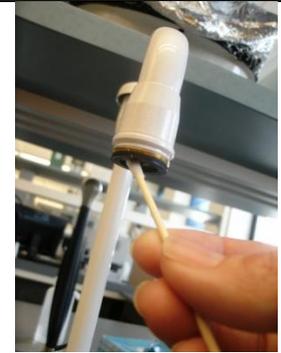
- ◆ Wash Hands
- ◆ Remove Screen
- ◆ Disinfect
- ◆ Purge for > 2 Min
- ◆ Open Bottle
- ◆ Do Not Rinse Bottle
- ◆ Turn Water Down
- ◆ Fill to 100 mL
- ◆ Cap Tightly
- ◆ Label w/ Time/Date



**Step 1** – Remove Screen



**Step 2** – Disinfect outside of faucet with alcohol or bleach



**Step 3** – Disinfect inside of faucet with alcohol or bleach



**Step 4**– Flush nozzle and system at FULL volume for at least 2 minutes



**Step 5** – Reduce stream flow to prevent splashing



**Step 6** – Fill Bottle to EXACTLY 100 mL.  
◆ Do Not RINSE bottle  
◆ Do Not TOUCH the threads or inside of bottle cap



**Step 7** – Ensure bottle is not overfilled – Exactly 100 mL.  
**Step 8** – Cap securely and label with Time, Date, and Sample Source.

# General Sampling

- ◆ Fill Bottles to the Bottom of the Screw Cap. (Except for VOCs and Microbiological)
  - If filled to the top they may break if they become frozen
- ◆ Do Not RINSE or Over Fill

