



**Victoria County Public Health Department  
Environmental Health Services**

2805 N. Navarro Street Victoria, Texas 77901

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\$25.00 per sample (bottle included)

**Instructions for Collecting a Water Sample  
to Test for Coliform Bacteria**

1. Collect sample from an outside source closest to the well, usually the faucet on or near the storage tank for the well. Avoid rubber hoses or rusted and dirty faucets.
2. Run water for 2 to 3 minutes to clear stagnant water and unwanted materials from the line.
3. Disinfect the faucet by heating it with a flame, or by wiping it with a bleach solution. To make a bleach solution, add one tablespoon of beach to a quart of water. Pour the mixture over the faucet, and then run the water for 30 seconds prior to collecting it in the bottle.
4. Carefully open the collection bottle. Do not touch the inside or the container or the lid with your fingers or with the faucet. Fill the bottle **a little over the 100mL** line marked on the bottle. Do not overfill past the shoulder of the bottle; there must be an air gap in the top of the container. Replace the lid onto the top of the bottle. **Any sample turned in that does not meet these requirements will be marked unsuitable and rejected. Samples with any debris in them will not be accepted. ( dirt, sand ect...) Our laboratory only can test samples with bottles that have passed QC tests here at our facility. We will only accept water sample bottles distributed from VCPHD Water Laboratory.**

**NOTE:** Your bottle is translucent and you should see a non-toxic powder called sodium thiosulfate. If the bottles have not been used and have been stored in high temperatures the sodium thiosulfate will turn to a liquid phase. If this happens the bottles are still good unless if the temperatures were extremely high which may cause a change in the nature of the bottle. If this happens the bottle may have potential to be exposed to possible contamination from the temperature change. Please store bottles in a safe place and not on dashboards or in toolboxes.

5. Label the bottle with the collection site. Fill out the laboratory information form as completely as possible. **All public water samples turned in must have a chlorine residual written down on form if not it will be marked unsuitable and rejected. If you are turning in a sample for a private well and do not have a chlorinator then you can mark O.O under chlorine residual.** Payment for the water test and collection bottle is due at the time that the water sample is brought in.
6. The sample bottle needs to be submitted to the Victoria County Public Health Department as soon as possible. The sample must be tested within **30 hours** of the time it was collected. **Make sure the sample does not exceed 30 hours by 3:00pm on the day it is submitted. Samples accepted on Thursday must not exceed 30 hours by 11:00am.** The sooner the sample is tested the more accurate the test. If possible, refrigerate the sample until it is delivered to the Victoria County Public Health Department. **Samples must arrive on ice when submitted. All samples are run the day they are submitted and will not be held after hours for the next day.**

**Samples are accepted on the following days and at the following times:**

**Monday, Tuesday, Wednesday**

**8:00am until 11:00am and from 1:00pm to 3:00pm**

**Thursday**

**8:00am until 11:00am**

**2 days before holiday**

**8:00am – 11:00am**

The laboratory can only accept samples on the above days and times listed above. Please consider the laboratory working hours prior to collecting a sample. Samples will not be accepted after 3:00pm on Monday, Tuesday, or Wednesday. Samples are not accepted on Fridays or on days before an official Victoria County Holiday.

Results are ready within 24 hours from the time the sample was tested. If a sample is positive the sample submitter will be notified through a phone call. Sample results are mailed and will not be faxed or emailed.

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