Kingston Water Department

111 Jansen Ave.
Kingston, NY 12401
845-331-0175

SAMPLE COLLECTION INSTRUCTIONS

1. Samples are ONLY to be collected in sterile laboratory bottles. Keep the sample bottle closed until the moment it is to be filled.

2. Select a tap that is representative of your system. Do not use leaky taps. Remove screens, splashguards or other faucet attachments.

3. Open the tap fully and allow the water to run for 2 to 3 minutes.

4. Carefully remove the cap from the sample bottle. Do not handle the inside of the cap or the neck of the bottle. AVOID CONTAMINATION.

5. Restrict the flow of water to permit filling of the bottle without splashing.

6. Fill with cold water to the neck of the bottle.

7. Replace the cap tightly on the sample bottle.

8. Refrigerate the samples if transport back to the KWD is delayed. Samples dropped off in the morning, will be set-up that afternoon. Samples dropped off in the afternoon will be set-up the following day. No more than 24 hours can elapse between samples collection and set-up in the lab for total coliform analysis. Please plan accordingly.

NO MORE THAN 24 HOURS MAY LAPSE BETWEEN COLLECTION OF THE SAMPLE AND ITS SET-UP FOR TOTAL COLIFORM ANALYSIS

SAMPLE DROP OFF HOURS: ***9:00 AM TO 4:00 PM Monday thru Wednesday***
9:00 AM to 12:00 PM Thursday
No samples accepted on Fridays or the day before a holiday.

The fee for each Total or Fecal Coliform analysis is $35.00. Fees are payable when the sample is received by check or cash only. Total or Fecal Coliform analysis can take up to 4 days to complete. There is nothing that the staff can do to speed up the process. Therefore, please allow up to 7 business days to receive the results in the mail.