

MICROBIOLOGY SAMPLING GUIDELINES

To ensure accurate microbiological test results, please follow the guidelines below when collecting and submitting water samples. Incorrect sampling can lead to contamination, inaccurate results, or rejection of samples.

1. Sample Containers

- Use sterile plastic bottles (500ml), preferably provided by the laboratory.
- Bottles must have tight-fitting lids; do not use metal-lined caps.

2. Collecting the Sample

- Collect a sample that is representative of the water source.
- Boreholes or wells:
 - Pump water for at least 24 hours before sampling (especially for new boreholes).
- Taps or distribution systems:
 - Disinfect tap with methylated spirits.
 - Open the tap fully and flush for 2–3 minutes before sampling.
 - Optional for metal taps: Briefly flame the tap mouth using a lighter or alcohol burner to reduce surface contamination. Let it cool and flush for 5–10 seconds before collecting the sample.
- Fill the bottle completely and close the lid tightly immediately.
- Avoid splashing or creating bubbles; do not add preservatives unless instructed by the lab.

3. Preventing Contamination

- Avoid touching the inside of the bottle or lid
- Use clean hands and clean equipment
- Poor handling or dirty bottles can contaminate samples and affect results

4. Labelling & Documentation

- Clearly label each bottle with:
 - Sample name or reference
 - Location
 - Date and time of sampling
- Use a permanent marker
- Ensure all samples are recorded and match the information on the submission form

5. Sample Delivery

- Deliver samples to the laboratory as soon as possible, preferably within 24 hours.
- Keep samples cool (2–8°C) during transport; do not freeze.
- Seal bottles properly to prevent leakage.
- Plan sampling to avoid weekend delays; samples should preferably be sent Monday to Wednesday.
- Do not send samples on Fridays (laboratory's closed on weekends)

6. Important Notes

- A Proof of Payment (POP) must be submitted before analysis can begin
- All samples must be accompanied by:
 - A completed analysis request form
 - Proof of payment
- Samples must be announced prior to sampling, so the laboratory can prepare
- Samples requiring processing outside normal working hours may incur additional fees

7. Sample Submission Address

Anticor Water Professionals
71 Newcastle Street
Northern Industrial Area
Windhoek, Namibia