

WATER SAMPLING GUIDELINES

To ensure accurate test results, please follow the guidelines below when collecting and submitting water samples. Samples not collected correctly may affect results and could be rejected.

1. Sample Containers

- Use clean plastic bottles with a capacity of ± 1 litre (1000 ml)
- Bottles must have tight-fitting lids
- Do not use metal-lined caps
- If bottles are not supplied by the laboratory, ensure they are thoroughly cleaned

2. Collecting the Sample

- Collect a sample that is representative of the water source
- For boreholes or wells:
 - Pump water for at least 24 hours before sampling (especially for new boreholes)
- For taps or distribution systems:
 - Open the tap fully and flush for 2–3 minutes before sampling
- Rinse the bottle with the sample water before filling
- Fill the bottle completely and close the lid tightly

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 2 days
- Ensure bottles are sealed properly to prevent leakage
- Plan sampling according to courier collection times to minimize delays

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 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