

MVWA WATER QUALITY LABORATORY



DIRECTIONS FOR OBTAINING AND SUBMITTING DRINKING WATER FOR NITRATE/NITRITE ANALYSES

Please read and follow all steps listed

1. Obtain a water sample kit from the Water Quality Laboratory.
2. **DO NOT** remove the bottle cap until just before filling.
3. Let the water run to waste for 1 to 2 minutes (In sampling from a faucet remove the attachments such as the strainer screen before running water). Reduce the water flow to permit filling the bottle without splashing. Rinse the bottle with the sample water and then fill the bottle completely.
4. Re-cap the sample bottle and label accordingly, including Client name, sample point, and date/time of sampling.
5. Water samples will be accepted at the Water Quality Laboratory, located on the third floor of Utica City Hall, on **Wednesdays ONLY (8:30 a.m. – 3:30 p.m.)** Samples are analyzed at the laboratory on Thursdays only. **MVWA Standard Operating Procedures dictate analysis for Nitrate/Nitrite within 48-hours of sampling, so please sample accordingly.** The sample must be refrigerated, or kept on ice, from the time of sampling until delivery to the Lab (*be sure water sample does not freeze*). Sorry no exceptions.
6. Fill out the enclosed form. Make sure to complete both the “**Client Info**” and the “**Sample Data**” boxed sections. If this sample is for New York State Department of Health monitoring requirements please include the FED ID number. Results will be sent by mail, fax, or e-mail (if requested) when released by the Quality Assurance Officer.
7. The water sample must be accompanied by \$25.00. We accept cash, check, money order, credit, or debit cards. Please make checks payable to the MVWA.
8. **At its discretion, MVWA may subcontract your sample out to a contracted lab for any reason, including but not limited to workload volume, equipment failure, and issues related to quality control.**

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Mohawk Valley Water Authority

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