State of West Virginia
DEPARTMENT OF HEALTH
CHARLESTON 25305

MEMORANDUM

TO: ENVIRONMENTAL HEALTH SERVICES DISTRICTS
   COUNTY HEALTH DEPARTMENT SANITARIANS
   WATER PLANT OPERATORS

FROM: Office of Laboratory Services

DATE: March 21, 1989

RE: BACTERIOLOGICAL LABORATORY TESTING PROGRAM

The water bacteriological laboratory testing program has traditionally required a 365 day-of-the-year operation without exceptions for holidays and weekends. Present financial and staffing conditions require that plans must be made to reduce the Laboratory's weekend work and resulting overtime.

Your cooperation and assistance is necessary to minimize the time and expense required of the Laboratory by adhering to the following:

1. DRINKING WATER
   a. Mail all Compliance Drinking Water Samples no later than Wednesday for receipt by 12:00 PM (noon) Thursday.
   b. PWS ID Numbers MUST appear on the history form and the appropriate boxes marked for resample, special purpose sample or replacement sample, where applicable, so your compliance record may be properly credited.
   c. The sample bottle MUST be filled to the neck. Any samples received that contain less than the minimum volume (100 ml) or are completely full (no air under the cap) is not a valid sample and will be discarded.

2. RAW SOURCE WATER
   a. Mail all Raw Source Water samples no later than Tuesday for receipt by 12:00 (noon) Wednesday. Samples received after this deadline will be discarded unless adequate justification is provided in advance.
   b. Samples to be submitted for Fecal Coliform and any Special Studies, including stream monitoring and perspective new sources, MUST be scheduled one (1) week in advance and adequately justified.
Notification as well as justification (from the headquarters or district offices of the Office of Environmental Health Services) can be through written correspondence or by telephone - following initial approval by the OEHS. Special media - not routinely kept - are required for certain tests and adjusting the schedules of Laboratory personnel to handle the work are required so that we are prepared.

3. **SAMPLE BOTTLES**

Although stressed in the past, there are still frequent violations. Water sample containers sent to you are **STATE PROPERTY** and are for authorized collections only. They are not to be given out to private individuals. Individual water samples collected by other than county or state personnel will be discarded.

4. **HISTORY FORMS**

a. A completed history form **MUST** include time and date collected and accompany the water sample in the same mailer.

b. Complete the address for both "SAMPLE ORIGIN" and "REPORT TO BE MAILED TO" on the history form. **DO NOT WRITE** "same" anywhere on the history form.

c. **Press** hard when filling out the History Form and check to see that all copies are legible.

d. Incomplete history forms will not be followed-up with a phone call and the sample will be discarded.

Any surplus of sample containers, history forms, or outer mailers should be returned to the Office of Laboratory Services for reprocessing. Bottles, mailers and forms are to be kept together as a kit.

We anticipate your full cooperation regarding these guidelines. Please contact us at any time you have questions.

**cc:** Don Kuntz, P.E.  
Environmental Health Services

/gjb