

Brazoria County Water Lab Sample Acceptance Policy

All samples submitted to this laboratory must meet the following minimum requirements to be accepted for analysis:

1. Proper, full, and complete documentation recorded on the **correct current TCEQ MRF 10525 approved report form or a Private Well Report Form** must be submitted with the sample in indelible ink, with legible writing including the following:
 - a. Location (Must be a **specific address/sample point**)
 - b. Date and time of collection.
 - c. Sampler's name. Also name of courier **if not** delivered to the Lab by the Sampler.
 - d. Sample type (i.e. Distribution, Repeat, Special, etc...)
 - e. Chlorine Residual (recorded at time of sample collection)
 - f. Free or Total Chlorine
 - g. Raw samples must be written correctly with source ID
 - h. Special remarks
2. Samples must be submitted in **appropriate sample containers**, which can be obtained at this laboratory, and which have the following attributes:
 - a. At least **110ml volume**, allowing a **1 inch** air space at the top.
 - b. Sufficient levels of sodium thiosulfate to neutralize 5 mg/L of chlorine.
 - c. Plastic seal must be removed from the cap
 - d. Samples collected more than **15 minutes** before arriving at the Lab should be kept on ice. Samples temperature must be between **1°C to 35°C**.
 - e. Samples must be submitted within 24 hours of sample collection time.
 - f. Approved label on container or waterproof ink with the following information written on the side of the container:
 - **PWS Number**
 - **Date/ Time Sample was collected**
 - **Sampler's initials**
 - **Address/location where the sample was collected.**
3. **Samples will be rejected if:**
 - a. The sample container has insufficient volume or excessive volume.
 - b. Background color of the sample exceeds the intensity of the IDEXX comparator.
 - c. **Sample is frozen**
 - d. Container is cracked and/or leaking
 - e. Sample Bottle is expired
 - f. **No More than 18 samples per account or operator can be turned in per day.**

Samples that do not meet the above requirements **MAY NOT** be accepted.

Sample Acceptance amended 8/26/24 Madeleine Brown, Lab Technical Manager.