

# HOW TO USE YOUR KIT

Please read carefully

1

**Order the analysis of your choice**

3



Open your kit  
**READ** the "How to Sample Water" guidelines below.  
**PLAN YOUR SAMPLING DAY BEFOREHAND**

2

**We ship your kit to directly to you**

**- MAIN CENTRES ONLY -**



Included in your kit will be your sampling bottles, an ice pack (if applicable)

4

**LABORATORY SAMPLING**

Freeze your ice-pack (only included in your select kits, where applicable) the night before sampling



5

**ARRANGE COLLECTION WITH YOUR SPL REPRESENTATIVE A DAY BEFORE SAMPLING.**

Collection must be done the day of sampling for best results, and collected before 3PM

6

Fill **ALL the bottles** provided in your kit from the **same water point**, following the "How to Sample Water" guidelines below. We require 1-2L of the sample for analysis



7

Repack your kit for collection and ensure your bottles are sealed.

Don't forget your ice-pack  
**IMPORTANT:** Print 4 copies of the waybill issued to you by your SPL representative



8

The courier will collect your kit and bring it to our lab

9

We will contact you once we receive your sample at the nearest Set Point Laboratory

Relax and await your results  
Results will be mailed to you within 5-15 working days

Terms & Conditions Apply



**SETPPOINT**  
LABORATORIES



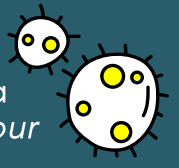
# HOW TO SAMPLE WATER

## Please note:



**Chemical analysis** ONLY, the sample may be collected in any clean, sample rinsed 1-5 litre Container.

**Microbiological analysis,** (*E.Coli, Total Coliforms*) the sample must be collected in a sterile container (*provided in your kit if applicable*).



Do not include sediment or solids (soil etc.)

**Do not touch** the inside of the cap or the exposed neck of the bottle.  
*It is important to ensure that no contamination from the hands, air or tap will take place while taking the sample.*



## LABORATORY SAMPLING

1

### TAPS OR BODY OF WATER

#### Clean the tap

Metal Tap: Flame tap spout for a couple of seconds with a spirits lamp/lighter.

Plastic Tap: Clean it with a cloth dampened with bleach/sanitizer.

#### Purge the pipes

Open the tap fully and allow water to run for at least 1 minutes before sampling.

Borehole: allow water to run for at least 10 minutes before sampling.

New or stagnant boreholes: purge for a minimum of 6 hours before sampling

#### Dam, Pool, River Sampling

Take samples by holding the bottle with hand near the base and plunge the sample bottle, neck downward, below the water surface (always wear gloves)

**NB** We require up to 1L of the sample to do analysis. Please only sample from 1 point, using all the bottles provided. DO NOT CHANGE THE SAMPLING POINT BETWEEN BOTTLES

2

### Take Sample

Fill the sample bottle, leave at least 2.5 cm air space, and replace cap immediately.

3

### Label your sample

Label the sample with the sample name, sample point and sampling date.

4

### Transportation & Delivery

Samples must be transported on ice or with ice packs - temperature to be kept at  $\pm 1 - 4^{\circ}\text{C}$ , not frozen within 24 hours of sampling for best results

**PLEASE NOTE:** If microbiological analysis (*E.coli, Total Coliforms*) is required, samples should be delivered, no later than 15h00 on Thursdays to allow for incubation periods.

## PLEASE NOTE IMPORTANT INFORMATION

**COURIERS** do not operate on  
weekends

**SAMPLES** should only be sent from  
**Monday - Thursday**

**ICE BLOCKS/PACKS** please ensure  
your ice block/pack is frozen the  
**NIGHT BEFORE** sampling

**Arrange collection** with your Set  
Point Laboratories Representative,  
ensure this is done  
**THE DAY OF sampling**

In order for us to get the most  
**ACCURATE ANALYSIS** possible water  
samples need to **REACH US within 24**  
**hours of sampling.**

This will ensure the most accurate  
results and quality control.