



# Rhode Island Department of Health Laboratories Pool Water Submission Form

(Instructions on back)

FOR OFFICE USE

Pool License #: SWM\_\_\_\_\_ Pool ID#: SW\_\_\_\_\_ Facility Name: \_\_\_\_\_

**\*\* The lab ONLY accepts samples on Mon.-Wed. 8:30 am-4:00 pm & Thurs. 8:30 am-12:00pm.\*\***

- Please print all information clearly as to ensure accurate results.
- If you are collecting samples at more than one location, complete a separate form for each location.

**Collect sample at the surface for laboratory test - Do not submerge bottle.**

## 1 Customer ID (Test results will be mailed to this address.)

First and Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## 2 Sample and Collection Information

Address of Sample Location: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Collection: \_\_\_/\_\_\_/\_\_\_ (mm/dd/year) Time of Collection: \_\_\_\_\_ (hh:mm)

Description of Location: (Must Circle One) Indoor/Outdoor - with cyanuric acid/Outdoor - no cyanuric acid

(Must Circle One) Therapy/Swimming/Float Tank

Pool pH: \_\_\_\_\_ Pool Temperature: \_\_\_\_\_ ° F Total Bromine: \_\_\_\_\_ mg/L

Pool Free Residual Chlorine: \_\_\_\_\_ mg/L Pool Combined Chlorine: \_\_\_\_\_ mg/L

## 3 Pool Water Test (credit cards\* and checks are accepted)

**Heterotrophic Plate Count Cost: \$15**

Payment for test: (Check one):  Credit Card \*Fee applies [2% of total +\$1.00], Master Card and Visa ONLY

Check – Number: \_\_\_\_\_ (make checks out to “The General Treasurer, State of RI”)

## 4 Drop Off Instructions

✓ Check that the form is complete, and all information is accurate and easy to read.

✓ Bring your sample (in a cooler), this form, and payment to:

Rhode Island Department of Health Laboratories, 150 Richmond Street, Suite 100, Providence, RI 02903

Use Clifford St. to access the rear of the building for sample drop-off. The entrance/parking for the lab is the last left before the light at Richmond St. The entrance for the Receiving vestibule/sample drop-off, is through the double doors once in the parking area. Call 401-222-6064 for any help with directions. Please visit [Laboratory Central Services | Department of Health](#) for detailed directions to the Lab.

**For Questions, please contact:** Center for Drinking Water Quality ▪ Email: [DOH.RIDWQ@health.ri.gov](mailto:DOH.RIDWQ@health.ri.gov) ▪ Telephone: 401-222-6867

**FOR OFFICE USE:** Received by RIDOH on Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Doc ID# 10884



## How to Take a Heterotrophic Plate Count (HPC) Sample for: Swimming and Wading Pools Spas, Hot Tubs, and Therapeutic Pools

The Rhode Island Department of Health's (RIDOH) Center for Drinking Water Quality requires that Licensed Aquatic Venue(s) (i.e., traditional swimming pools, non-traditional pools, wading pools, therapeutic pools, hot tubs, or spas) be sampled for HPC as per Licensing of Aquatic Venues (216-RICR-50-05-4), section 4.6.3 Bacterial Analysis of Water. Read all instructions before you begin sampling.

### ► **FOR SWIMMING and WADING POOLS:**

Free chlorine (no cyanuric acid stabilizer used) -The free chlorine concentration must be in the range (1-10 ppm) before you can proceed in collecting the HPC samples. The free chlorine concentration for outdoor pools using cyanuric acid stabilizer must be in the range of (2-10 ppm). **Cyanuric acid must not be used in indoor pools.**

### ► **FOR SPAS, HOT TUBS, and THERAPEUTIC POOLS:**

The free chlorine concentration must be in the regulatory range (2-10 parts per million). Turn off all jets and blowers but NOT the recirculation system. Proceed to collect the HPC sample. **Cyanuric acid must not be used in these pool types or in indoor pools.**

### Collecting the sample:

- 1) You **MUST** wear latex or nitrile gloves and use a sterile sample collection container from a laboratory certified in Method 9215B. **NO OTHER CONTAINER WILL BE ACCEPTED.** A list of certified laboratories is posted at: <http://www.health.ri.gov/find/labs/analytical/>
- 2) Before opening the container and sampling, complete all spaces on the container's label and record the field chemistry readings (#2 in the Pool Water Submission Form) of the pool water.
- 3) Remove the lid from the sample container, carefully holding the cap in one hand while sampling with the container in the other hand. **\*\*DO NOT tip the container or touch the inside of the cap or container!\*\***
- 4) Collect the water sample away from the return lines. Hold the sample container sideways between your thumb and forefingers.
- 5) **\*\*DO NOT** submerge the bottle as it contains a preservative and may compromise the sample. With the container oriented sideways, slowly lower it into the water so that the surface water gently flows into the container. Fill to one inch of the top of the container.
- 6) Put the lid back on the bottle **TIGHTLY**. Immediately put the sample on ice in a cooler and transport the sample to a certified laboratory. The sample must be received by the laboratory within six hours of collection and must be signed in by a RIDOH employee. **\*\*DO NOT** put it in a freezer or keep overnight!**\*\***

### Sample submission:

- 7) The RIDOH State Laboratory accepts samples: Monday - Wednesday 8:30am - 4:00pm  
Thursday 8:30am- 12:00pm  
(No samples accepted on Fridays)

If you use another certified laboratory, please call for their sample drop-off times.

- 8) For the sample to be accepted and not rejected:
  - ✓ Submission form (on other side) is completed with all spaces filled in and matching the container's label.
  - ✓ Sample is received chilled and in a cooler.
  - ✓ Sample/Form/Payment is given to a lab employee during hours noted above and not left unattended.
- 9) You should expect to receive test results in 3-4 business days. You must report the results to the Center for Drinking Water Quality/ Swimming Pool Program within 10 business days.

**For Questions, please contact:** Center for Drinking Water Quality ▪ Email: [DOH.RIDWQ@health.ri.gov](mailto:DOH.RIDWQ@health.ri.gov)

▪ Telephone: 401-222-6867