

Drinking Water Sample Submittal to Wadsworth Center Laboratory for Blue-Green Algae

These instructions are **ONLY** for drinking water samples being submitted to Wadsworth Center Laboratory for blue-green algae (BGA) in raw and finished water. If using an alternate laboratory, please contact them about their collection, submittal and quality assurance procedures.

To request sampling equipment from Wadsworth or for more information or questions on sample analysis, please contact HAB.sampling@health.ny.gov. For technical assistance and general harmful algal questions, please contact your local health department and/or harmfulalgae@health.ny.gov.

Sampling Safety

When collecting lake, raw water or treatment plant samples, avoid contact with algal scums and dense BGA blooms.

- Wear waterproof gloves to prevent skin contact with potential BGA when collecting samples
- Wash exposed areas thoroughly with clean water if you contact a BGA bloom or scum
- Rinse any equipment used with clean water after sampling
- Always wash hands after sampling and before eating and drinking

Sampling Collection and Handling

1. Label one 250mL sample bottle
2. Let raw or finished water tap run for 2 minutes prior to collection (as required)
3. Fill 250mL sample bottle to the neck with raw or finished water and **immediately add 1 sodium thiosulfate tablet to prevent degradation of microcystin**
4. Cap the bottle and mix by turning upside down and right side up 10x.
5. Wrap the sample bottle in protective bubble sleeve
6. Place bottle in a cooler with ice/ice packs.
 - Make sure ice packs are **fully frozen** and there is **plenty of ice**. **Ice should be placed in Ziploc type bags**. It is very important to **add additional ice during hot weather**.

IMPORTANT: If the sample arrives at Wadsworth warm or frozen, it will not be analyzed.



7. Complete and submit a Wadsworth Request for Analysis (RFA) Form for **each** sample bottle being submitted and place in a Ziploc type bag in the cooler.
 - Corrections must be made with a single line and then initialed and dated by sample collector or individual completing RFA. Do not use whiteout.

IMPORTANT: Results for samples submitted with incomplete, illegible or incorrect paperwork will not be reported until an appropriate Wadsworth RFA form is received.

Request for Analysis Form (08/2015): <https://www.wadsworth.org/programs/ehs>

- Download for fillable typed or hand written with blue black ink (print double-sided).

8. Send an e-mail to HAB.sampling@health.ny.gov and your NYSDOH Regional Office as soon as possible.
 - Preferably send same day as collection, but no later than 7:30 AM the day of expected arrival. **Include: shipping provider and tracking number in your email**

9. Ship cooler to Wadsworth for delivery (overnight). All sample submissions **must arrive by 10:30 AM the day of analysis** or analysis may be postponed until the following business day. Check with your local shipping provider for delivery options.

Weekday Sample Submissions:

For UPS, USPS and FedEx, ship to:

Biggs Laboratory
Wadsworth Center
NYS Department of Health
P1 South Dock J3
Empire State Plaza
Albany, New York 12237
Attention: Theresa Hattenrath

In-Person Delivery:

- Notify Wadsworth Center Laboratory via HAB.sampling@health.ny.gov and your NYSDOH Regional Office for drop-off location directions.
- Please call (518)-473-0649 or (518)-474-4192 approximately 15 minutes before arrival to arrange for Wadsworth staff to receive the sample at the drop-off location