

FLUORIDE WATER SAMPLE INSTRUCTIONS

(Please read all instructions before collecting)

1. The following instructions describe the method of collection:
 - a. Flush the sample tap for five (5) minutes prior to collecting the sample.
 - b. Reduce the flow of the water and fill the sample container to the shoulder of the bottle. Replace and tighten the cap and make sure it is not leaking.

2. Please complete the Inorganic Chemical Examination of Water for Fluoride* request form with the following:
 - a. Place your name and address in the “Fill In this Space” box on the left side of the form.
 - b. Your email address, and/or fax number.
 - c. Contact name if different from above.
 - d. Telephone number.
 - e. Collected by.
 - f. Date collected.
 - g. Time Collected.
 - h. PWS ID if applicable.
 - i. Under Remarks write if water has undergone any treatment; e.g. water softener, reverse osmosis.

****Only original bar-coded request forms will be accepted. NO COPIES.***

3. Mail the water sample and analysis request form in the mailing container provided to:

**INDIANA STATE DEPARTMENT OF HEALTH
Chemistry Laboratories
550 WEST 16th STREET, SUITE B
INDIANAPOLIS, IN 46202**

4. The sample will have to be collected again if it is received at ISDH ***twenty-eight (28) days after collection***. Samples should be shipped as soon as possible after collection.

5. The results will be sent within ***thirty (30) days*** after receiving the sample.