

**INVESTIGATION OF UNSAFE BACTERIOLOGICAL SAMPLE
- LETTER TEMPLATE -**

Dear Water Supply:

Since the above water sample is considered unsafe, you must collect **four repeat** samples as soon as possible (within five days). Collect one sample from the same location as the above sample, one sample from upstream (toward the well), one sample from downstream (away from the well), and one sample from the tap nearest to the well (after any treatment).

The sample must be received at the lab within 30 hours of collection. The best days to mail samples are Monday, Tuesday, or Wednesday. If you know your mail gets to the lab in one day, then you can mail samples on Thursday. Samples can be hand delivered Monday through Thursday from 8 a.m. to 5 p.m. and Friday from 8 a.m. to 2 p.m.

You will receive a bacteriological report from the Public Drinking Water Program on the above sample that will also indicate the need for repeat samples. If you take the samples as instructed above, there is no need for more repeat samples.

You must also send in 5 routine samples in the month following the original unsafe sample. Call me if you know the cause of the problem or have any questions.

Your Name

Your Title