ST108 Compliance Testing at Q Laboratories

Sampling Instructions

1. Select the sample location within the water distribution system.
2. Sanitize the tap with an alcohol-based disinfectant. Do not use bleach or other disinfectant solutions. Allow the tap to air dry completely.
3. Do not rinse out the bottle prior to collecting the water sample. Use aseptic techniques when collecting the water to avoid contaminating the cap or bottle.
4. Open the sample tap fully and allow the water to flow for at least one (1) minute. Reduce the flow to about the width of a pencil to allow the bottle to be filled without splashing.
5. Write the sample location on the sample bottle.
6. Grasp the bottom of the sample bottle with one hand and remove the cap. Hold the cap by the exterior only and take care not to touch the mouth of the bottle or the inside of the cap with your fingers, or the sample could become contaminated.
7. Collect the water sample carefully following the table below (T2) for detailed filling instructions by type.
8. Immediately recap the sample bottle tightly and store at refrigeration temperature until delivery to the testing laboratory.*

**To help prevent leaks during shipping, consider sealing the top of the bottle with electrical tape for added security.*

Packing Instructions

1. Insert a sealable, insulated bag into the box.
2. Load the bag with containers.
3. Remove the cellophane and seal the insulated bag.
4. If headspace exists, fill the gap with adequate packing materials for secure shipment.
5. Print off a copy of your approved Q Laboratories Chain of Custody/Sample Submission Form and place it in the package.
6. Securely tape the box closed for shipment.
7. Attach shipping label (UPS/FedEx).
8. Transport box to carrier location (UPS/FedEx).

Important: These instructions are intended for Q Laboratories-provided supplies and do not apply to third-party materials.

T1

Available Testing Frequencies

Testing Category	Image	Bottles Needed and Tests Performed
Annual Validation		**1L Sterile Bottle:** pH, Conductivity, Chloride, Nitrate, Phosphate, Sulfate, Iron, Copper, Manganese, Aluminum, Zinc, Silicate, Total Hardness (Ca & Mg), Color, Turbidity, Total Alkalinity **Thiosulfate Bottle:** Pour Plate R2A - HPC Bacteria **Sterile Pyrogen Free Tube:** Endotoxin **40 mL Glass:** TOC
Monthly Critical Water		**125mL Sterile Bottle:** pH, Conductivity, Total Hardness (Ca & Mg) **250mL Sterile Bottle:** Total Alkalinity **Thiosulfate Bottle:** Pour Plate R2A - HPC Bacteria **Sterile Pyrogen Free Tube:** Endotoxin
Quarterly Utility Water		**125mL Sterile Bottle:** pH, Conductivity, Total Hardness (Ca & Mg) **250mL Sterile Bottle:** Total Alkalinity **Thiosulfate Bottle:** Pour Plate R2A - HPC Bacteria
Quarterly Steam		**125mL Sterile Bottle:** pH, Conductivity, Total Hardness (Ca & Mg) **250mL Sterile Bottle:** Total Alkalinity

T2

Filling Instructions by Bottle Type

Bottle Type	Image	Fill Instructions
1L Sterile Bottle		Fill completely, leave no headspace
250ML Sterile Bottle		Fill completely, leave no headspace
40mL glass vial		Fill completely, leave no headspace
Thiosulfate Bottle		Fill to within 1/4" of opening, do not overfill
Sterile Pyrogen Tube		Fill to 15 mL or higher
125mL Sterile Bottle		Fill to within 1/2" of opening, even if over 100mL

Please note: *For each sample submitted for ST108 compliance testing, the sampling date must be clearly documented by the client on the submission form. This information is critical for ensuring compliance with regulatory holding time requirements. If a sampling date is not provided at submission for each sample, Q Laboratories will proceed with analysis as submitted. If the sample date is provided and is received is outside ST108 guidance for hold time, the submitter will be notified by email. Testing cancellations must be requested within 60 minutes of email notification. In such cases, ST108 compliance cannot be guaranteed, and the client assumes full responsibility for any resulting implications.*

For questions related to ST108, please contact Scott Gallmeier at sgallmeier@qlaboratories.com, or reach out to our main office at office@qlaboratories.com or (513) 471-1300.