



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective June 15, 2006, Revised February 12, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 6.017

Subject: Potable Water System Sampling Plan and Protocols

Purpose and Scope: To ensure proper sampling of campus water system for the University of West Florida meets the requirements of DEP (Department of Environmental Regulations). This also provides the procedures for that sampling and locations for sampling.

Sampling Plan: On the 1st of the month, collect samples at the **Odd** number sampling stations with a target date being the 10th of the month. Last of the month, collect samples at the **Even** number sampling stations with a target date being the 20th of the month. Rotate from #1 sampling station to #15 sampling station throughout the month.

We have upstream/downstream sampling locations for repeat sampling due to bad bacteriological results. For each repeat sample, you must collect one upstream and one downstream sample along with a re-sample from the bad sampling station. This sampling plan and procedure is required by DEP.

Sampling Procedure:

1. Normal sampling procedures will be followed for monthly bacteriological samples.
2. 1st set of monthly samples will be odd number sampling stations.
3. 2nd set will be even number sample stations.
4. Rotate sample station collections ever month.
5. **Sample dates should be on or around the 10th of each month.**
6. **Second set collected on or around 20th of each month.**

Taking a Sample:

1. To take sample, go to scheduled sampling station, remove cover, flush line for 5 minutes, check and record Ph and chlorine residual, collect sample in sterile sample bag.
2. Put sample in ice chest with freezer packs.



3. When all samples are collected deliver them to the proper lab that is being utilized by the University of West Florida for testing of potable water that is certified to handle the samples.
4. Return to campus with receipt and file.

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Facilities Management



SAMPLING PROTOCOLS FOR REPEAT SAMPLES

Sampling Station #

1.	Upstream Downstream	Building #88 Building #89	
2.	Upstream Downstream	Building #81 Building #78	
3.	Upstream Downstream	Building #82 Building #85	
4.	Upstream Downstream	Building #213 Building #20W	Tennis Club House (option) Building #82
5.	Upstream Downstream	Building #28 Building #22	Main Building
6.	Upstream Downstream	Building #22 Building #19	Dressing Room Men (upstream)
7.	Upstream Downstream	Building #18 Building #13	West Wing
8.	Upstream Downstream	Building #10 Building #12	
9.	Upstream Downstream	Building #38 Building #41	
10.	Upstream Downstream	Building #58 Building #52	
11.	Upstream Downstream	Pace Hall Building #63	
12.	Upstream Downstream	Building #32 Building #74	
13.	Upstream Downstream	Building #95 Building #92	
14.	Upstream Downstream	Building #210 Building #214	Locker Rooms Bathrooms
15.	Upstream Downstream	Building #42/43 Building #49	