

Procedure on sending (wet) Samples for Microscopic examination – ver. 01 (15/02/'12)

1) Sampling:

- Sampling should be done preferably on Mondays or Tuesdays (to prevent transitory stand still during Week-ends or holidays)
- The sample containers should be water tight and made from an unbreakable material (like PolyPropylene or Poly Ethylene, cfr. Falcon tubes...)
- Sludge samples should be taken at the outlet of the aeration tank, **excluding any foam or scum** from the sample that is present on the tank
- Amount required of activated sludge: **app. 20 mL in an at least equal volume of air head-space** (to prevent septicity and sample deterioration)
- If foam/scum is present, then **a small separate sample** of that foam (10 mL) should be taken of that foam, excluding activated sludge (this way, selective accumulation in the foam layer can be observed) in that sample
- Make sure the screw caps are well on and water tight!!
- Mark on each sample container sampling place, sample date and type of the sample (activated sludge, foam, stage,..)
- Dry smears (air dried): see Procedure: “Making of and sending out Air dried smears for Microscopic Examination”

2) Packing:

- Pack the plastic sample containers into a **water tight plastic bag**, which on its turn is water tight closed with a simple knot (so it is 100% water tight!, important: In case the sample container(s) should break or leak, this plastic bag will prevent the liquid to get out, hence keeps the postman happy)
- Do **NEVER** put in any ice-packs or other cooling items (because these will destroy the sample!)
- Put the plastic bag with the container(s) in a small cardboard box, approved and fit for express (air) mail delivery service (see your shipping company).

3) Sending:

- Send with express mail delivery like DHL, Fedex, UPS or alike. The shorter the transition time, the better
- Mention on documents: “wastewater sample for analysis” (nothing more, nothing else, nothing less).
- On documents, if required: mention total value = 0.01 USDollar (else VAT or other taxes will be required)
- Address to send the sample to: see below in the box
- Send immediately after sampling to minimise transit time (hence sample deterioration)

Physical Address:

AquaICS
Attn. of ir Dirk Seghers
St.-Benedictusdreef, 5
B-2900 Schoten
Belgium
Europe

Important: Prior to sending any sample, acknowledgement and confirmation from AquaICS should be obtained.

Remark: Procedure for dry smears: see website: www. aquaICS.be