



Invoice To:

☐ New Customer ☐ Existing Customer

Report Results To:

Results to be: ☐ Mailed ☐ Emailed ☐ Picked Up

Name: _____

Name: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

E-mail: _____

E-mail: _____

Sampler Name: _____

Relinquished By Sampler (to lab or courier):	Date:	Time (HHMM):
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Received By Courier (if applicable):	Date:	Time (HHMM):
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Relinquished By Courier (to lab):	Date:	Time (HHMM):
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Received By Lab:	Date:	Time (HHMM):
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***Shaded Areas for Laboratory Use Only**

Sample Identification/Site	Date Collected (MM/DD/YY)	Time Collected Military (HHMM)	Laboratory Analysis Results Test Method: Colisure			Lab Sample ID Number
			Absent	Total Coliform Present	E. Coli Present	

Paid On: _____ ☐ Check #: _____ ☐ Cash ☐ Card
Measured Temp: _____ °C Corrected Temp: _____ °C

Incubation Date and Time			
Start Date and Time:		Analyst:	
End Date and Time:		Analyst:	

Result Reporting and Approval			
Laboratory Approval:		Date and Time:	
Reported to Client By:		Date and Time:	

Comments: _____

Results relate only to this sample.
This report may not be reproduced,
except in full, without the approval of the lab.

Sample Acceptance

Samples will be accepted between 8am and 4pm, Monday - Thursday. If there is a holiday, samples will be accepted the day before the last day of the week. If samples are received by the lab on the last day of the week, there will be an additional charge added.

Sample Site Selection

1. The faucet must not leak.
2. The faucet should be at least 18 inches above the ground or floor surface.
3. The faucet must be constructed of material capable of being heated with a torch or disinfected with a highly concentrated chlorine/bleach solution.
4. The faucet outlet must be pointed downward.
5. The faucet should not be located near vegetation.
6. The faucet must not have attachments (i.e. water hose or vacuum breaker).

Sample Collection Techniques

1. Use sample containers provided by Aqua Water Supply Corporation Laboratory only.
2. Do not collect sample(s) on windy (>20 mph) or rainy days.
3. Do not rinse the sample bottles. They contain a chemical that neutralizes chlorine.
4. Samples must be submitted to Aqua WSC Laboratory within 24 hours of collection.
5. Put samples on ice if samples are not going to be dropped off at the lab immediately after collection.

Sample Collection Procedures

1. Wash hands or wear gloves prior to and during sample collection.
2. While the faucet is closed, disinfect with either of the following methods:
 - a. Metal faucets: Torch the faucet for several seconds inside the faucet and around the lip.
 - b. Plastic faucets: Spray a solution of 50% bleach and 50% water inside the faucet and around the lip.
3. Turn the faucet on and let the water run for several minutes (10-15 minutes).
4. While the faucet is running, fill out the front page of this form. Shaded areas are for lab use only. The "Relinquished By Sampler" box will be signed at the time the sample is delivered to the lab (see below for courier instructions).
5. Open or close the faucet so that the stream is approximately the same size as a pencil (do not allow the stream to spray).
6. Take extreme precautions with the bacteriological sample bottle.
 - a. If the seal is broken, discard the bottle.
 - b. Do not touch the inside of the bottle or cap.
 - c. Do not touch the threads on the bottle or cap.
 - d. Do not touch the bottle on the faucet.
 - e. Do not set the cap down while filling the bottle.
7. **Fill the bottle to the 120 mL mark.**
8. Store the sample in a safe place to ensure the integrity of the sample is not compromised. Try to keep the exterior of the bottle as clean as possible.

Sample Courier Instructions (if applicable)

1. If a sample is delivered from the sampler to a courier, that process must be documented.
2. At the time of delivery, the sampler and courier must both record the date and time and sign the form. This can be done in the "Relinquished By Sampler" box and "Received By Courier" box.
3. At the time the sample is dropped off at the lab, the courier will sign, date, and time again in the "Relinquished By Courier" box.

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