



**FOR LAB USE ONLY**

Account #: \_\_\_\_\_ Lab ID: \_\_\_\_\_ Received on \_\_\_\_\_  
 Account: \_\_\_\_\_ Check No: \_\_\_\_\_  
 Comments: **C S X Cl-** \_\_\_\_\_ Acceptable?: **Yes / No**  
 Container: **U B N S H O** \_\_\_\_\_ Temperature: \_\_\_\_\_ °C Date/Initial: \_\_\_\_\_

**Water Test Packages** (Check desired test or tests)

- Drinking Water Suitability With Coliform Bacteria (Use **both** containers.)
- Drinking Water Suitability Without Coliform Bacteria (Use **larger**, non-sterile container only.)
- Irrigation Water Suitability (Use **larger** non-sterile container only.)
- Livestock Water Suitability (Use **larger** non-sterile container only.)
- 13 Parameter Test (Use **larger** non-sterile container only.)
- Coliform Bacteria, Only (Use smaller, clear, sterile container only. For bacteria count, please see bacteria note below.)
- Nitrate-Nitrogen Only (Use **larger** non-sterile container only.)
- Coliform Bacteria and Nitrate-Nitrogen (Use **both** containers)
- Iron Related Bacteria (Category: Nuisance Bacteria)
- Sulfate Reducing Bacteria (Category: Nuisance Bacteria)
- Other Packages \_\_\_\_\_

Contact lab for special containers and prices. *Please list tests above.*

**COLIFORM BACTERIA SAMPLES: A \$75.00 extra charge per sample will be incurred to process samples arriving after 3:00 pm on Thursday or any time on Friday. A \$100.00 extra charge will be incurred for samples arriving the day before a holiday.** Date and time *must* be entered for coliform bacteria samples. According to regulations, coliform bacteria analysis must be started within 30 hours of collection. (Coliform samples from private wells may be accepted up to 48 hours, but the sample must be flagged past the holding time.) If mailing, please collect sample as close to shipping time as possible to avoid exceeding the 30 hour coliform limit.

**ALL COLIFORM BACTERIA TESTS** default to the **Presence/Absence** test. Please check this box  if you need a colony count. There will be an **extra** charge for this option.

**Account Information** (for reporting and billing)

\*Report To: \_\_\_\_\_  
 \*Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Bill To (if different from above): \_\_\_\_\_  
 \_\_\_\_\_  
 \*Phone No: \_\_\_\_\_  
 \*Fax or email: \_\_\_\_\_

**Sample Information** (will appear on report)

\*Client: \_\_\_\_\_  
 \*Sample ID: \_\_\_\_\_  
 \*Source of Sample: \_\_\_\_\_  
 Water Type:  Drinking  \*Livestock  Irrigation  
 Water Supplied From:  Own Well  Cistern  Municipality  
 \_\_\_\_\_  
 \*List kinds of livestock: \_\_\_\_\_

*If needing a copy of the report mailed to a third party, please write the name and address on the back of this sheet. Add \$1.00 per report.*

Sample Collected By: \_\_\_\_\_ Date Collected: \_\_\_\_\_ Time Collected: \_\_\_\_\_ **AM / PM**  
*please print* *circle one*

This form is only for non-regulatory samples. Please fill out a Chain-of-Custody for all regulatory samples.

Please fill in all starred (\*) fields.

See the attached Sampling Instruction sheet for current prices. Prices subject to change without prior notice.



Please read sample collection instructions before collecting sample.  
Complete the information sheet after sample collection. Keep this page for your reference.

## **POLICY STATEMENT FOR BACTERIA TESTING**

In order for **coliform bacteria** results to comply with State Health Department guidelines:

***Samples must be analyzed within 30 hours of collection for regulatory samples. Samples from private sources can be analyzed up to 48 hours of collection, but will be flagged to indicate that the samples were analyzed past the regulatory holding time.*** The shorter time elapsed between collection and analysis of the sample, the more reliable the results. Samples needed for regulatory compliance must be shipped chilled. (The reliability of the results will be improved if shipped with blue ice in an insulated container.)

**Only samples collected in pressure-sterilized containers with Sodium Thiosulfate preservative (either in powder or pellet form) supplied by Servi-Tech Laboratories will be analyzed for coliform bacteria. There is no charge for containers supplied by the lab.**

## **COLLECTING SAMPLES FOR DRINKING WATER ANALYSES**

### **How to Take a Drinking Water Sample**

1. **For all analyses**, wash hands with soap and water before collecting sample. Let cold tap run at full force for at least 3 to 5 minutes to clear the line.
2. **For bacteria analysis:**
  - a. **Avoid** collecting samples from outside sill-cock, frost-free hydrants, taps with aerators or charcoal filter attachments, or hot water faucets.
  - b. **Disinfect** the faucet by applying heat or dipping in a bleach solution (1 part water to 1 part bleach). **Do not** use heat on plastic or soldered screens. Let the tap run for 3 to 5 minutes to flush any residual chlorine from the line.
  - c. Completely remove the seal from the container with this orange "STERILE" label and carefully open the lid. **Do not** touch the inside of the container or the lid. Do not lay the lid down.
  - d. Slow the flow of water to a stream free of bubbles and take the sample without turning the faucet on and off.
  - e. Slowly fill the container with water to the fill line or no higher than the shoulder of the bottle. **Do not** rinse the powder or pellet (whichever is present) out of the container. **Do not splash or allow the container to overflow.** Replace the lid.
3. Fill the non-sterile container(s) if testing for other parameters.
4. Tighten the lids securely on all bottles to prevent them from opening during shipment.
5. Place the containers in the shipping box.



6. Complete the information on the information sheet. Place the information sheet in the shipping box. Close, seal, and send the box promptly.
7. *Collect and send bacteria samples early in the week. The required holding time for bacteria on regulatory water samples is 30 hours. Bacteria analysis for all other samples must be started within 48 hours of collection. Bacteria samples received on Friday or after 3:00 pm on Thursday will have a weekend surcharge.*

### **COLLECTING SAMPLES FOR IRRIGATION, 13 PARAMETERS, AND LIVESTOCK WATER ANALYSIS**

1. Use only the non-sterile container.
2. Collect samples after the first irrigation set or cycle has been completed, preferably during the peak of the pumping season.
3. Allow well to run for 1 to 2 hours prior to sampling.
4. Do not collect samples while injecting fertilizer or chemicals.
5. New wells should be sampled only after pipe and screen have been installed and after pumping out all water added during the drilling operation.
6. Samples from lakes, streams, or ponds should be collected from the surface by pointing the open bottle in the direction from which the water is flowing.