



HEALTH – BACTERIA ONLY

Chain-of-Custody

This paperwork must be completed and returned with your samples

Payment is expected upon receipt of samples

The cost of analysis is \$53.00 when submitting one sample.

The cost of analysis is \$33.00 per sample if submitting more than one sample.

The laboratory must receive all samples by 4:30 Monday-Thursday and will NOT accept samples on Friday.

The laboratory will NOT accept samples the business day prior to all major holidays.

The laboratory must receive the sample within 30 hours of sampling

Report Delivery Information (*Email is preferred*) *Standard turn around time is approximately 10 business days*

Name:

Phone:

Email:

Additional Email (*if applicable*):

If a hard copy is needed, please provide your mailing address below (this will include an additional 2-5 days for delivery):

Mailing Address:

City, State, Zip:

	Physical Address	Source / Site <small>(Well, Cistern, Kitchen Sink, Direct, etc.)</small>	Collection Date	Collection Time
1.				
2.				
3.				
4.				
5.				

Sampler Name (*Printed*): _____ Company (*if applicable*): _____

Sampler Signature: _____

I hereby acknowledge that this sample was collected at the above location, date, and time.

Custody Record MUST be Signed	Relinquished by Signature: _____	Date/Time: _____	Received by Signature: _____	Date/Time: _____
	Relinquished by Signature: _____	Date/Time: _____	<u>Received by Laboratory Signature:</u> _____	Date/Time: _____

LABORATORY USE ONLY

Shipped by: _____	Custody Seals: Y N C B Intact: Y N	Receipt Temp: _____ °C	Temp Blank: Y N	On Ice: Y N
Payment Type (<i>circle one</i>) CC CASH CHK _____	Amount: \$ _____	Receipt Number: _____ <small>(Applicable to Cash & Check Payments)</small>		
ELI Laboratory ID: _____				

How to Collect a Sample for Bacteriological Analysis From a Potable Supply

1. Do not open the sample bottle until ready to fill
2. Select a sample tap from which to take the sample. Always sample from the cold-water tap. If possible, select a faucet that is:
 - a. Not leaking
 - b. Non-swivel, no-mixing facet
 - c. Do not sample from drinking fountains and outside hydrants
 - d. Avoid sample points located after water softeners, carbon filters or cistern serving single homes, as these may harbor bacteria.
3. Remove any faucet attachments (aeration screens, hoses, etc.).
4. Remove screen from inside the faucet and **disinfect** mouth of faucet with rubbing alcohol or bleach.
5. Open the tap fully. Let water run to waste for 2 minutes (sufficient time to allow flushing of the service line).
6. Reduce the flow (to about the diameter of a pencil). NOTE: If the water dribbles to the faucet edge and contacts the metal before entering the bottle the sample may be contaminated. If this occurs, readjust the flow or locate a different sampling tap.
7. Collect the sample. Open the container. The bottle contains sodium thiosulfate in a powder or pill form which is to neutralize any chlorine in the water. Do not remove the powder or pill from the container. Do not rinse the bottle before filling. Fill the container up to the **line** on the side of the bottle. Replace the cap on the container. Be sure to complete the information on the sample bottle label and on the opposite side of this form.
8. Transport the water sample to the lab using the shortest transit time possible. Try to maintain sample at normal water temperature.
9. All results are confidential. Results will be sent to the responsible party listed on the paperwork. We cannot release results to any other party without written authorization from the responsible party. All requests for faxes and/or extra copies must be requested at the time the sample is delivered to the laboratory.
10. **All positive total coliform samples are also tested for E. coli. If the sample is found to be positive for E. coli, the microbiological report will indicate its presence.**