

ANALYSIS REQUISITION FORM

Client Name: _____

Address: _____

City/Prov: _____

Postal Code: _____

Telephone: _____

Email: _____

Sample Information:

Sample ID (Location of Collection)	Date Sampled	Time Sampled

Sample Type: (Check only ONE Sample Category A, B, C or D)

A. Drinking Water <input type="checkbox"/> Treated Public/Communal <input type="checkbox"/> Untreated Public/Communal <input type="checkbox"/> Treated Private Household <input type="checkbox"/> Untreated Private Household Source (Check One) <input type="checkbox"/> Groundwater (well) <input type="checkbox"/> Surface water (lake, spring, creek)	B. Raw Water (Non-Drinking Water) <input type="checkbox"/> River <input type="checkbox"/> Lake <input type="checkbox"/> Well <input type="checkbox"/> Other	C. Recreational Water <input type="checkbox"/> Pool <input type="checkbox"/> Hot Tub <input type="checkbox"/> Beach	D. Sewage/Effluent <input type="checkbox"/> Treated <input type="checkbox"/> Untreated
--	--	---	---

Analysis

Price per Sample

GST@5%

Total Price

Full payment required prior to release of results. Samples will be discarded 30 days after the completion of the analysis.

**** Cash, cheque, debit, Visa and MasterCard are accepted.**

Credit Card #: _____ Exp/_____ Name on Card _____

For Lab Use Only

Payment? Debit ☐ Cash ☐ Cheque ☐ Visa/MasterCard ☐

Date

Received:

Technician:

**THE FOLLOWING INSTRUCTIONS PROVIDE BEST PRACTICE RECOMMENDATIONS
FOR DRINKING WATER SAMPLE COLLECTION:**

1. When sampling from a tap, first remove the aerator, then bleach spout for about 5 - 10 seconds. This removes bacteria that may be present on the outside of the tap. Sampling location must be representative of the water system.
2. Run the tap for 2-5 minutes to clear stale water from the pipe system. If collection of stale water is desired (e.g. to assess leaching from pipes), this step is not necessary. Do not collect samples from a garden hose, and do not collect samples from the hot water tap unless specifically desired.
3. **The square clear plastic bottles are sterile.** Exercise care not to touch the inside of the bottle or lid.
4. Some bottles contain chemical preservatives. **Do not rinse or transfer water between bottles. CAUTION:** Most preservatives contain either strong acids or strong bases and can cause damage to eyes, skin and clothing. **Keep out of the reach of children.** Do not allow the water to splash. If any preservative should contact the skin, flush well with running water.
5. Fill all the supplied bottles to the shoulder. Replace each lid to the original bottle and check for leaks.
6. Complete the requisition form (chain of custody) with the information needed to generate a final report: client name, sample location (address), date & time of sampling, telephone number, mailing address, email address, etc.
7. **Samples should be maintained at <8°C (But NOT Frozen) – e.g. in a cooler with multiple frozen ice packs and/or double bagged ice cubes.** Package samples in a manner to avoid breakage in transit.
8. **Samples must be delivered or couriered (DO NOT MAIL) to lab within 24 hours of sample collection.**

Contact CARO if you have any questions regarding containers or sampling:

CARO Analytical Services
102 – 3677 Highway 97N
Kelowna BC V1X 5C3
Phone: 250 765-9646
www.caro.ca