

Client _____
Contact _____
Mailing Address _____
Phone _____ **C.C. To** _____
Fax _____ **C.C. Fax** _____
Email _____ **C.C. Email** _____

Invoice to (If different than reporting) _____
 Thursday HPC submissions and all Friday submissions are subject to additional weekend surcharges

Acceptable temperature at the time of receipt is 0.0° to 15.0°. Samples outside this range will be processed except when frozen. Interpret results with caution.

Project _____
Regulation _____ **PO/Quote** _____
Raw Source Ground Surface

Identify water samples that are subject to SDWA MAC / IMAC exceedence notification requirements.

Number of Bottles Sent	Requires Notification as per *SDWA or C of A		Requested Analyses	HPC	Chlorine (mg/L)	Field Turb
	Yes	No				

Laboratory Use Only Job # _____

Analyses Started _____
 Analyses Completed _____
 Analyst _____ Verifier _____
 Adverse _____ AWQI _____
 Authorized _____
 Phoned _____ Faxed _____
 Emailed _____ Mailed _____

Bottles received

Bottle # or Locator	Station Acronym	Short Name	Specific Sampling Location	Water Type	Sample Time (24Hr)	Number of Bottles Sent	Yes	No	TC/EC/GBP	HPC	Free	Total	NTU
1						1			X				
2						1			X				
3						1			X				
4						1			X				
5						1			X				
6						1			X				
7						1			X				
8						1			X				
9						1			X				
10						1			X				

TC	EC	GBP	HPC	Sample ID	Temp

Sample Collection
 Signature _____
 Name (Print) _____
 Sample Date _____


Sample Relinquishment
 Signature _____
 Name _____
 Date _____ Time _____

Sample Reception Samples OK to process
 Receptionist _____
 Date _____ Time _____
 Shipped by Air Bus Courier Hand Mail
 Comments _____

Drinking Water System
 Name _____
 Waterworks # _____
 Contact: ;
 Location: ;
 Phone: ;

Medical Officer of Health
 Region _____
 Phone: ;
 Fax: ;
 After Hours: ;

Job Notes
 Field Labour _____
 Mileage _____


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* Consult the SDWA or a "Certificate of Approval" to determine if any adverse results detected are reportable in accordance to Schedule 16, O. Reg. 170/03, Reg. 318/08-319/08, SDWA, MOECC. Ministry of the Environment and Climate Change: 1-800-565-4923 / www.ontario.ca
 In accordance with the Safe Drinking Water Act, O. Reg. 170/03 & 318/08-319/08, notification of exceedences must be reported to the MOECC/MOHLTC/DWS. Failure to do so is an offence under the act. It is imperative that the above information be complete.



Near North Laboratories Inc.

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Sampling Instructions for Microbiological Testing

(including Reg 170/03 and Reg 319/08)

BOTTLE: (per sampling site) 1 x 250 ml plastic pre-sterilized and sealed with a tamper-proof cap

- 1) **Read instructions thoroughly before proceeding.**
- 2) Fill out each bottle label and the chain-of custody form completely. The laboratory reserves the right to refuse samples with incomplete forms. Contact laboratory personnel with any questions regarding the forms. **For Regulated Facilities, when sampling from a Chlorinated Distribution System please include your results for Residual Chlorine (Free & Total) in space provided on the Chain of Custody.**
- 3) Choose a sampling location that accurately represents the quality of the water being sampled. For regulatory samples, sample at registered locations. When sampling distribution/plumbing system taps, it is not advisable to sample from an unprotected outside tap. *It is recommended to take the samples from a point of consumption such as the kitchen sink or bathroom sink. Do not sample from a non-consumption point unless absolutely necessary.*
- 4) Remove any aerators, hose attachments, filters and strainers from taps. Also remove the screen at the end of the tap, if possible.
- 5) Sterilize the end of the tap with an alcohol swab; disinfecting wipes e.g. Chlorox; or bleach (If you disinfect with a match or flame, ensure that there are no plastic or rubber parts on the end of the tap). Once you have sterilized the end of the tap, do not touch or wipe it with unsterilized cloths (such as a dishcloth).
- 6) Open the **COLD** water tap and flush the line long enough to ensure fresh water is in the line (generally 5 to 10 minutes).
- 7) **DO NOT PRE-RINSE THE BOTTLE.** Uncap the bottle. Hold the bottle near the base and fill to the shoulder leaving approximately one inch of headspace. **(Do not touch the inside of the cap or the lip of the bottle - the inside of the cap should not come in contact with anything other than the atmosphere and the sample. Also try to avoid any back splash from sink.** Replace the cap tightly.
- 8) Keep the sample cold (between 2 and 10 °C -- do not freeze). Ice packs must be used during warmer seasons.
- 9) Transport samples to the lab in a rigid walled sealed box or cooler. **Transport to the lab within 24 hours (ideally the same day). Samples expire 48 hours after sample collection time.**

Reference: 4464e MOE Practices for the Collection and Handling of Drinking-Water Samples Version 2 April 1, 2009

Payment is required at time of submission. **Please note for samples submitted on Friday there will be an additional \$105.00 + HST surcharge. If you have questions or comments, please do not hesitate to call -- Contact: Brenda McLay*