Billing Information			Client Name				g Contact	Phone #			For Laboratory Use Only									
				Client Location (City/State)				RUSH – Ad Special Det Date Resul	tection Lir	mit(s)	ply	Fed	urier	ent  UPS [  Client D	USPS rop Off	1	Matrix Key WW – Wastewater GW – Groundwater DW – Drinking Water S – Soil /Solid O – Oil P - Product M - Misc			
Purchase Order Number				Client Contact Phone #				ts Email o	or Fax:			Additio	nal Results	s Email or	r Fax:		Additional Results Email or Fax:			
Waypoint ANALYTICAL 280 Newport Rd Leola, PA 17540 (717) 656-9326 (800) 464-0910		Unless noted, all containers per Table II of 40 CFR Part 136.	Number of Containers	Matrix (Refer to Key)	(G)rab or (C)omposite	TC/EC	Нд	Nitrate	Nitrite	Farm Livestock Bundle		Hardness	Conductivity	Sulfates	A         Cool < 10C Na2S2           B         Cool <= 6C					
Date	Time	e Sample	Location	Sample Identification	z	2	E			Rec	uired Ana	alysis / Pr	eservative				Comments	Notes		
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				Relinquished by: (SIGNATURE)							Date Time Rec			Received by: (SIGNATURE)			Date Time			



# **Drinking Water Sample Submission – Client Instructions**

All drinking water analyses MUST be submitted with a completed chain of custody document. Samples received without a chain of custody document will NOT be processed until the client provides this information. Testing at our facility will not begin until this information is provided. Samples not tested within the time constraints listed below can still have the sample(s) analyzed, but will receive only a "non-compliance" report.

### **Analyses Offered:**

A comprehensive list of drinking water analyses offered can be found on the required chain of custody. Some of the analyses offered require specific time and temperature constraints to be followed in order for a client to receive a complete report. The guidelines for those analyses are depicted in Table 1.

	1 abic 1. 1101u	ing Time and Sample Dottle Information
Analysis	Holding Time	Preservative
рН	Immediately after sampling (15 min)	Cool, <6°C (~43°F), none, plastic 250 mL bottle
Nitrate	48 hr	Cool, <6°C (~43°F), none, plastic 250 mL bottle
Nitrite	48 hr	Cool, <6°C (~43°F), none, plastic 250 mL bottle
Total Coliform/ E. coli	24 hr	Cool, <6°C (~43°F)Sterile, sodium thiosulfate tablet, non-expired 100 mL bottle

## Table 1: Holding Time and Sample Bottle Information

BACTERIA SAMPLES ONLY ACCEPTED M-TH UP UNTIL 3:30pm

#### **Sampling Instructions:**

Select a frequently used cold-water faucet and allow the water to run for 3-5 minutes for municipal water and 10-15 minutes for well water. With the water still running, remove container top and fill bottle to the appropriate volume listed above for the desired analysis. Close container. For bacteria samples – do not remove the tablet from the bottle. Follow the appropriate holding time temperature requirements in Table 1.

## **Chain of Custody Instructions:**

Chain of Custody example below. All boxes highlighted in yellow must be filled in for the chain of custody to be considered complete. Each sample submitted requires a separate line entry on the Chain of Custody.

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Billing Information			Client Name				Billing Contact Phone #					For Laboratory Use Only								
				Client Location (City/State)				RUSH – Additional charges apply Special Detection Limit(s) Date Results Needed					I of Shipm I Ex urier Ier	ent  UPS [  Client Di	USPS rop Off	•	Matrix Key WW – Wastewater GW – Groundwater DW – Drinking Water S – Soil /Solid O – Oil P - Product M - Misc			
Purchase Order Number				Client Contact Phone #				Results Email or Fax:					nal Result	s Email or	Fax:		Additional Results Email or Fax:			
Waypoint. 280 Newport Rd Leola, PA 17540 (717) 656-9326 (800) 646-0910		Unless noted, all containers per Table II of 40 CFR Part 136.	Number of Containers	Matrix (Refer to Key)	(G)rab or (C)omposite	TC/EC	Hd	Nitrate	Nitrite	Farm Livestock Bundle	Alkalinity	Hardness	Conductivity	Sulfates	A         Cool < 10C Na252           B         Cool < a 6C		o Only)			
Date	Time	Sample	Location	Sample Identification	ź		9			Rec	uired An	alysis / Preservative					Comments	/Notes		
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Ice Custody Seals Y/N Y/N		Lab Comments																		
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Sample/Cooler Temp					Relinquished by: (SIGNATURE)						Date	Time	Receiv	Received by: (SIGNATURE) Date Tin				Time		
					Relinquished by: (SIGNA					: (SIGNATURE)				Receiv	ed by: (S	SIGNATU	IRE)	Date	Time	

## **Additional Supplies:**

Additional supplies may be requested by emailing our customer service team (<u>supportpa@wpacorp.com</u>), calling our office (717-656-9326) or picking up supplies in person at our facility. Drinking water sampling supplies will no longer be available in our supply storage locker.

280 Newport Road Leola PA 17540 (717) 656-9326 1717) 656-0910 fax www.waypointanalytical.com