

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	Method of Shipment Fed Ex    UPS    USPS Courier    Client Drop Off  Other	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:	Additional Results Email or Fax:	Additional Results Email or Fax:	



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	pH	Nitrate	Nitrite	Farm Livestock Bundle	Alkalinity	Hardness	Conductivity	Sulfates	A	Cool < 10C Na2S2O3 (Micro Only)
												B	Cool <= 6C
												C	H2SO4 pH<2
												D	None Required
												E	NaOH pH>10
												F	HNO3 pH<2
												G	HCL pH<2
												H	H3PO4 pH<2
												I	Cool <= 6C NA2S2O3

Date	Time	Sample Identification	Number of Containers	Matrix (Refer to key)	(G)rab or (C)omposite	TC/EC	pH	Nitrate	Nitrite	Farm Livestock Bundle	Alkalinity	Hardness	Conductivity	Sulfates	Comments/Notes
				DW											
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For Laboratory Use Only			Sampled by (Name – Print)				Client Remarks/Comments					
Ice Y / N	Custody Seals Y / N	Lab Comments	Relinquished by: (SIGNATURE)				Date	Time	Received by: (SIGNATURE)		Date	Time
Sample/Cooler Temp			Relinquished by: (SIGNATURE)				Date	Time	Received by: (SIGNATURE)		Date	Time
			Relinquished by: (SIGNATURE)				Date	Time	Received by: (SIGNATURE)		Date	Time
			Relinquished by: (SIGNATURE)				Date	Time	Received by: (SIGNATURE)		Date	Time

## Drinking Water Sample Submission – Instructions for Client

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.

**Table 1: Holding Time and Sample Bottle Information**

Analysis	Holding Time	Preservative
pH	Immediately after sampling	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

**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.

Billing Information		Client Name		Billing Contact Phone #		For Laboratory Use Only																																																																																															
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### Additional Supplies:

Additional supplies may be requested by emailing our customer service team ([supportpa@wpacorp.com](mailto:supportpa@wpacorp.com)), 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.