

* Required information

WATER REQUISITION

TRURO LAB DROP OFF: Water samples **MUST** be submitted by 3pm Monday to Wednesday and by 1pm on Thursday.
Water samples are not accepted on Friday. **Bacteria Water Samples MUST be received by Laboratory Services within 24 hours of sampling.**
Bacteria Water Samples with color (brownish/yellowish, etc.) **MUST** be submitted before Wednesday at 3:00pm
NSDA REGIONAL OFFICE DROP OFF: Water samples are **ONLY** accepted on **TUESDAY** between **8:30 and 11:30am** and **sampled the same day.**
For additional information and full instructions on **HOW TO TAKE A BACTERIA WATER SAMPLE**, refer to the reverse side of this form

Client Mailing Information – PLEASE PRINT CLEARLY

*Type of report (check ONE only): Email Fax Mail

*Name/Company: _____

*Address: _____

*Town/City: _____ *Postal Code: _____

*Telephone: _____ Fax: _____

*Email: _____

*Confirm email: _____

*Registered Drinking Water # (if applicable): _____

*Client Signature: _____

COPY OF REPORT to (if different from mailing information)

*Type of report (check ONE only): Email Fax Mail

*Name/Company: _____

*Address: _____

*City/Town: _____ *Postal Code: _____

*Telephone: _____ Fax: _____

*Email: _____

*Confirm email: _____

Sample Information – PLEASE PRINT CLEARLY

Drilled Well Dug Well Milk Water House

*Date Sample Taken: _____ *Time Taken: _____

*Sample location (pond, tap, etc): _____

*Address of Water Source: _____

Select Test(s) Requested

For pricing and full list of available testing, refer to the ANALYTICAL FEE SCHEDULE

Bacterial Analysis – Choose only one:
(requires sterile, approved container obtained from Lab Services)

P/A (Present/Absent – coliform/E. coli)

MPN (Estimated count of bacteria – coliform/E. coli)

Mineral Analysis – Choose only one:
(requires 250mL bottle obtained from Lab Services)

Full Mineral Water Package (W1)
(Ca, Mg, K, Na, Cl, SO₄, Fe, Mn, Cu, Zn, Ba, B, Cd, Cr, Al, pH, Nitrate+Nitrite, Alkalinity, Conductivity and Hardness)

Partial Mineral Water Package
(Ca, Mg, K, Na, SO₄, Fe, Mn, Cu, Zn, Ba, B, Cd, Cr, Al and Hardness)

Additional Analysis (subcontracted to an external accredited lab):

Uranium **

Lead **

Arsenic **

Other (please specify): _____

OFFICE USE ONLY:

Date Received at Regional Office (if applicable): _____

Order ID:

Temperature (°C): _____ Initials (Receiver): _____

Date Stamp (received at Lab): _____

Client Called: NSE Called:

Date: _____ Time: _____ Initials: _____

Comments:

***one additional 250mL sample bottle is required for lead, arsenic and/or uranium analysis.*

Nova Scotia Environment recommends bacterial testing of water quality at least every six months and chemical testing of water quality at least every two years.

Please note: Samples are analyzed as provided. The laboratory takes no responsibility for the accuracy of the information provided by the person submitting the sample (e.g. location, date and time taken, etc.). Lab Services reserves the right to refuse samples collected in unissued or damaged bottles, samples with an odor of chlorine, or samples containing foreign material. Laboratory Services is a testing facility only. It is up to individual clients to determine what testing they require.

Report of results will ONLY be provided in the format selected (email, fax or mail).

Bacteria samples submitted after 3pm will not be entered into the system until the next business day, provided the sample(s) will remain within the 24 hour hold time at time of testing.

INSTRUCTIONS ON HOW TO TAKE A BACTERIA WATER SAMPLE

1. Remove the screen from the faucet. Clean the inside and outside of the tap opening with rubbing alcohol.
2. Run cold water for 3 to 5 minutes.
3. Before taking the sample, reduce the flow rate to approximately the width of a pencil before taking the sample. The flow rate should be low enough to ensure that no splashing occurs as the container is filled.
4. While holding the sample container at the base, remove the seal around the cap before attempting to open the bottle.
5. Remove the cap with the free hand. Be careful NOT TO TOUCH the inside of the bottle cap or bottle lip. Continue to hold the cap in one hand with the inside facing down while the bottle is being filled. Do not touch the inside of the cap or lay it down.
6. NOTE: Sample bottle contains a powder preservative. DO NOT rinse the bottle.
7. Fill the bottle ABOVE the 100mL fill line. DO NOT allow the bottle to overflow.
8. Carefully replace the cap and ensure it is screwed on securely.
9. Ensure that all relevant sections on the front of this water sample submission sheet are completed. Submit this form along with your water sample.

All bacteria samples must be transported to the laboratory within 24 hours of sampling.

It is recommended that samples be kept at less than 10°C until delivered to the laboratory.