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**STATE CERTIFIED IN BACTERIAL ANALYSIS OF
 DRINKING WATER**

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 VA Lab ID # 00206

Order Number:		SAMPLE COLLECTION INFORMATION*				
WELL OWNER INFORMATION*		Date:	Time: AM PM	Collected by:	Cl Residual: mg/l	
Name:		CHAIN OF CUSTODY*				
Street Address:		Relinquished by:	Received by:	Date:	Time: AM PM	
City:	State:	Zip:	Relinquished by:	Received by:	Date: Time: AM PM	
Phone: () -	Fax: (optional) () -		Relinquished by:	Received by:	Date: Time: AM PM	
WELL LOCATION*		TEST(S) REQUESTED*				
Street Address or Legal Description:		<input type="checkbox"/> Bacteria - Sample must be collected in IDEXX 100 mL bottle <input type="checkbox"/> Standard Chemical Analysis – any <i>clean</i> bottle acceptable <input type="checkbox"/> Other: _____				
Zip:	County:					
Does this well serve the public? Yes No		LABORATORY RESULTS				
If yes, Public Facility #: _____		Colisure – Presence / Absence Method (SM 9223)				
WELL CONSTRUCTION*		<input type="checkbox"/> Safe (Coliform Absent) <input type="checkbox"/> Unsafe (Total Coliform) <input type="checkbox"/> Unsafe (<i>E. coli</i>) <input type="checkbox"/> Invalid (Submit another sample)				
Date of Construction:	Permit #: (required for new wells only)					
Tax ID #: (required for new wells only)						
Construction Method: <input type="checkbox"/> Drilled <input type="checkbox"/> Driven Point <input type="checkbox"/> Other: _____		Chemical Analysis				
DEALER INFORMATION		Hardness: _____ gpg				
Company:	Contact:		TDS: _____ mg/l			
Street Address:		Iron: _____ mg/l				
City:	State:	Zip:	Manganese: _____ mg/l			
Phone: () -	Fax: () -		Nitrates: _____ mg/l			
COMMENTS / ADDITIONAL INFORMATION		pH: _____		Other: _____		
		Received by lab		Test Start		
		Date: _____ Time: _____	AM PM	Date: _____ Time: _____	AM PM	
		Test Read		Test Disposal		
		Date: _____ Time: _____	AM PM	Date: _____ Time: _____	AM PM	

* indicates required field

SAMPLING PROCEDURE FOR BACTERIA TESTS

- 1) Choose a sample faucet carefully; this is a sensitive, sterile procedure. The faucet at your pressure tank is the best choice; any other rigid, all metal faucet is fine. Remove any faucet screens or other attachments.
 - **DO NOT:**
 - use a faucet with an aerator unless the aerator assembly has been removed.
 - use a swing faucet unless it is clean and dry at the base.
 - take a sample through a hose or plastic fitting of any kind.
- 2) Run water for 5-10 minutes at your sample faucet *and* your bathtub or an outside faucet. Turn off the sample faucet but leave the other faucet running – we need to flush out your well and take a sample while the pump is running.
- 3) Wash your hands thoroughly with antibacterial soap and water.
- 4) Using a lighter or propane torch, flame the sample faucet for 10 to 20 seconds to kill any bacteria present.
 - Be sure sample faucet does not have any plastic parts that could be melted.
 - **DO NOT** wipe or wash faucet after flaming.
 - **CAUTION:** always be careful with open flames to prevent burns and fires. If you have any questions or concerns, contact our office.
- 5) Turn on the water at the sample faucet, and while the well pump is running...
- 6) Carefully remove the lid from the sample bottle.
 - **DO NOT** touch inside or cap or mouth of bottle, contamination may result in a false positive test result
 - Place cap upside down on a clean dry paper towel.
- 7) Fill the sample bottle with water.
 - **DO NOT** rinse white crystals out of sample bottle, as they are required for analysis.
 - Fill bottle *over* the 100 mL mark; excess water is needed to measure chlorine residual unless measured on site.
 - On site measurement of chlorine residual is required for all public water systems.
- 8) Replace cap securely.

INSTRUCTIONS FOR SAMPLE TRANSPORTATION FOR BACTERIA TESTS

- 1) All samples must be received at May Supply within 8 hours of the time collected.
- 2) Because this is a 24-hour test, we ask that no samples for a bacteria test be delivered on Fridays.
- 3) Samples must be kept cool during transportation. This can be accomplished in a number of ways:
 - An ice pack in a lunchbox is ideal
 - Ice in a zip-lock bag also works, but please **DO NOT** place sample bottle directly in a bag with ice. The outside of the sample bottle should remain dry so we can verify that the bottle has not leaked during transportation.
- 4) **DO NOT** freeze any sample at anytime.

OTHER NOTES

- 1) For bacterial analysis, samples **MUST** be drawn directly from the sample faucet into an IDEXX 100 mL vessel from May Supply.
- 2) If you are requesting both bacterial **AND** a standard chemical analysis, you must provide a second sample in addition to the IDEXX sample bottle.
- 3) For a standard chemical analysis any clean, tight sealing, 200 mL or larger vessel is acceptable. Any bottle that smells of the product it used to contain is not a good choice; one that used to hold bottled water is a good choice. Rinse whatever bottle you choose with plenty of the water to be sampled.