

# Water Test Request Form

**Indicate Test(s) Requested**  
 Note: There is a cost per test.  
 Coliform Bacteria     Nitrate     Arsenic  
 Homeowner's Pkg. (incl. above, plus pH, hardness, iron, & alkalinity)  
 Other \_\_\_\_\_

**Sample Collection Information**  
 See reverse for sample collection & handling instructions  
 Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_:\_\_\_ (am/pm)  
**Submit samples within 24 hours of collection.**  
**Samples are accepted Monday-Thursday, 8:00 a.m.-3:00 p.m.**

**Report/Bill To**  
 (Please print clearly or use an address label)  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
**I prefer to receive my report and/or bill by:**  
 US Mail to the above address  
 Email: \_\_\_\_\_  
 A formal report is sent approximately 7-10 business days after sample(s) are received. Please contact the lab for current turn-around time for your desired water test(s).

**Well Owner information**  
 Same as Report/Bill to Name & Address  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Sample Physical Address**  
 Same as Well Owner Address  
 \_\_\_\_\_

**Pump Work or New Well Section**  
 Complete if professional sampling for pump work or new well  
 Reason for Test:  
 Previous Unsafe Following Pump Work  
 Pump Work - New Well     Pump Work - Existing Well  
 WUWN: \_\_\_\_\_ County: \_\_\_\_\_  
 Collected By: \_\_\_\_\_ License # \_\_\_\_\_

(OFFICE USE ONLY)     Rush Nitrate     Rush Arsenic     Sample Collection     1-Way Ship     2-Way Ship     Invoice  
 Amount Paid: \$ \_\_\_\_\_ (Cash/Check) Check #: \_\_\_\_\_

**Reason for Test**  
 If for professional pump work or new well, complete Pump Work or New Well Section in bottom left  
 Town/Municipal Requirement  
 Personal Interest in Water Quality  
 Real Estate     Other \_\_\_\_\_

**Sample Source (Location) Examples**

|                          |                     |
|--------------------------|---------------------|
| • Kitchen Tap (PK)       | • Bathroom Tap (PT) |
| • Pressure Tank Tap (PP) | • Milk House (PM)   |
| • Basement Tap (PE)      | • Laundry Tap (PL)  |
| • Sample Faucet (PD)     | • Outside Tap (PH)  |
| • Other (PO) _____       | • Spring (PS)       |

**Please indicate sample location**  
 Bacteria: \_\_\_\_\_ Nitrate: \_\_\_\_\_  
 Arsenic: \_\_\_\_\_ Cumulative: \_\_\_\_\_  
 Other: \_\_\_\_\_ Other: \_\_\_\_\_

(LAB USE ONLY)  
 Received Date: \_\_\_/\_\_\_/\_\_\_ Time \_\_\_:\_\_\_ (am/pm)  
 ROI: Y / N    Temp: \_\_\_\_\_ °C

**Bacteria ID: A** \_\_\_\_\_  
 Media Used (circle one): Colilert    Colilert-18    Colisure  
 Incubator In Date: \_\_\_/\_\_\_/\_\_\_ Time \_\_\_:\_\_\_ am/pm  
 Incubator Out Date: \_\_\_/\_\_\_/\_\_\_ Time \_\_\_:\_\_\_ am/pm  
 Coliform Result:  Absent (Safe)  Present (Unsafe)  
 If Coliform Present:  E. coli Absent  E. coli Present

**Nitrate ID: A** \_\_\_\_\_  
 pH: \_\_\_\_\_ Res. Cl: \_\_\_\_\_ mg/L  
 Result: \_\_\_\_\_ mg/L    Date Analyzed: \_\_\_/\_\_\_/\_\_\_

**Arsenic ID: A** \_\_\_\_\_  
 pH: \_\_\_\_\_ Date Prepared: \_\_\_/\_\_\_/\_\_\_  
 Result: \_\_\_\_\_ µg/L    Date Analyzed: \_\_\_/\_\_\_/\_\_\_

**Cumulative ID: A** \_\_\_\_\_  
 Date Analyzed: \_\_\_/\_\_\_/\_\_\_  
**Alkalinity** Result: \_\_\_\_\_ mg/L (CaCO<sub>3</sub>)  
**Hardness** Result: \_\_\_\_\_ mg/L  
**pH** Result: \_\_\_\_\_    **Iron** Result: \_\_\_\_\_ mg/L

**Additional Test:** \_\_\_\_\_ ID: A \_\_\_\_\_  
 Date Prepared (if applicable): \_\_\_/\_\_\_/\_\_\_  
 Result: \_\_\_\_\_ Date Analyzed: \_\_\_/\_\_\_/\_\_\_

**Additional Test:** \_\_\_\_\_ ID: A \_\_\_\_\_  
 Date Prepared (if applicable): \_\_\_/\_\_\_/\_\_\_  
 Result: \_\_\_\_\_ Date Analyzed: \_\_\_/\_\_\_/\_\_\_

Date Paid: \_\_\_/\_\_\_/\_\_\_    Received By: \_\_\_\_\_

**NOTE: SAMPLES MUST ARRIVE AT THE LAB ON ICE WITHIN 24 HOURS AFTER THEY ARE COLLECTED.  
SAMPLES ARE ONLY ACCEPTED MONDAY - THURSDAY, 8AM - 3PM, SO PLEASE PLAN AHEAD.**

### Bacteria Sample Collection

**Step 1:** Locate a sample faucet such as a kitchen or bathroom tap. Remove any aerator or additional attachments from the faucet head. *Avoid faucets with hoses or irremovable aerators.*



**Step 2:** Sterilize the faucet head using a flame (butane lighter, propane torch, etc.) for approximately 15 seconds until the tap is hot. For chrome, plastic, or faucets with plastic internal parts that would be damaged by flame, use alcohol on a clean cotton swab to sterilize the faucet instead.



**Step 3:** Turn on the *cold* water at the sample faucet to a steady pressure and allow the water to run uninterrupted for 5 minutes.

**Step 4:** After 5 minutes, fill the bacteria sample bottle to the base of the bottle neck, making sure water is over the 100 mL fill line but leaving 1 inch of space to the bottle top. Secure cap on bottle and place the filled bottle back in the 1 gallon zip-top bag. *Lab staff will fill out bottle labels.*

**Step 5:** Make sure all sample bottles are inside the 1 gallon bag, then fill the gallon bag at least half full with ice.  
*Note: Gallon bag must be filled with enough ice for samples to be delivered to the lab still containing ice in the bag.*

**Step 6:** Complete the Water Test Request Form as fully as possible after all samples are taken. Place Water Test Request Form in small zip-top bag it came in, seal the bag, and place it in the gallon bag of ice with samples.

### Nitrate & Arsenic Sample Collection\*

**Step 1:** Locate your water pressure tank (generally in basement) and sample faucet. *Do not take a sample through a hose or plastic fitting.*



**Step 2:** Place a pail or plastic tub under the faucet to catch running water. Turn on the cold water at the sample faucet to a steady pressure and allow the water to run uninterrupted for 5 minutes.



**Note:** Nitrate bottles contain acid, so use caution and wash hands after handling. Do not rinse bottles or touch the inside of bottles or caps.

**Step 3:** Tap nitrate bottle to gently move acid to the bottom of the bottle. Fill the nitrate and arsenic sample bottles until the water is approximately 1/2 inch from the top. *Avoid splashing or overfilling.* Secure caps back onto corresponding bottles.

**Step 4:** Place nitrate bottle in the small zip-top bag it came in, then place nitrate and arsenic bottles in the 1 gallon zip-top bag. *Lab staff will fill out bottle labels.*

\*Any additional samples (such as hardness, iron, and the cumulative analysis) are typically collected with the nitrate and arsenic samples. However, if you would like the results to show the effectiveness of your water softener, reverse osmosis or other filtration system, collect from the same tap as the bacteria sample.