

Request form example

SAMPLE SITE

PWS ID : CO0 9 9 9 9 9 9 - 0 0 0

System Name: Hill County Water

Address: 1234 Mountain View Drive

Foothills Hill CO 12345
City County State Zip

Description: 003 Finished
Location Source

SPECIMEN INFORMATION

Collected: 12-03-11 Time 12:30 a.m. p.m.
month day year hour min

Collected by: John Doe Water Type: Finished

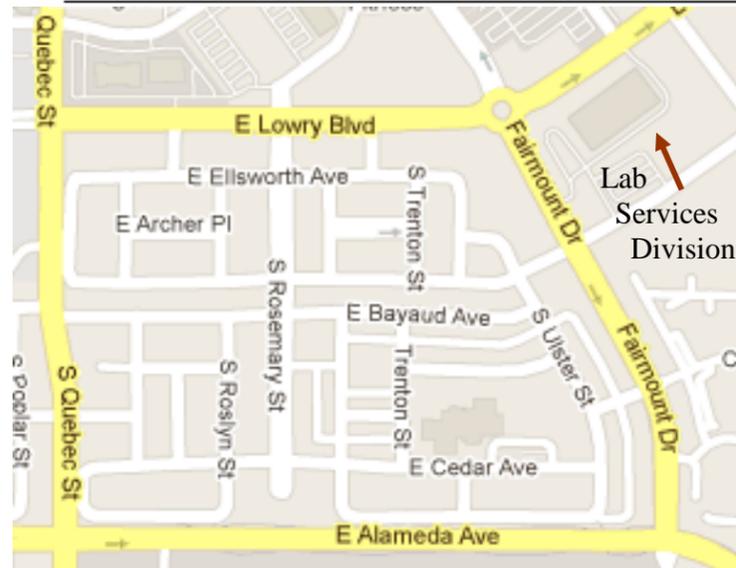
Purpose: Routine Special Purpose Repeat
 Compliance Personal Information

Chlorine residual: 0.89 mg/L Water Temperature 110 °C

Fluoride N.A. mg/L

Temperature at Receipt: **LAB USE ONLY**

Comments: Please email results:
 hillcountywater@madeup.com



Laboratory Services Division

Water sampling instructions for the Organic Chemical Rule Package (SOCs and VOCs)

Bottles included in package:



- 3- 40mL PCB vials
- 2-40 mL VOC vials
- 2-40 mL Trip Blank vials
- 2- 40 mL TRACE vials
- 2- 40 mL HAA vials (for Dalapon)
- 1- 40 mL CARBS vial
- 1- 250 mL Herbicide bottle
- 2- 1 liter SVOC bottles
- 1- 1 liter Endothall bottle
- 1- L Diquat bottle (bottle different than picture)
- 3 HCl acid droppers and 1 H₂SO₄ acid vial



Colorado Department of Public Health and Environment

8100 Lowry Boulevard
 Denver, CO 80230

Phone (303) 692-3048
 Fax (303) 344-9989
<http://coloradostatelab.us>

Sample Collection

- Sample must be collected from a non-aerated tap
 - ~ Remove aerator if necessary
- Run cold water tap for 5 minutes prior to sampling
- Slow the water flow before collection
- Take care not to flush away any preservative in the bottles/vials
- Fill the Endothall bottle to the bottom of the neck
- Fill both **SVOC** bottles to the bottom of the neck
 - ~ Add entire dropper bottle labeled HCl to each SVOC bottle
- Fill the **herbicide** bottle to the bottom of the neck
 - ~ Add 12-14 drops of HCl from the remaining dropper bottle
- Fill the **diquat** bottle to the bottom of the neck
 - ~ Add the entire contents of the clear vial labeled Sulfuric Acid (H₂SO₄)
- Fill the **VOC** vials nearly full (to the bottom of the neck)
 - ~ Add 2 drops of HCl from the remaining dropper bottle to each VOC vial
 - ~ Finishing filling vial so that no air remains when capped and inverted. If bubbles are present remove cap and slowly add more water, but do not overfill
 - ~ The trip blanks must be returned UNOPENED
- Fill all other 40 mL vials to the top so that no air remains
 - ~ Take care not to overfill



Bottle labels

- Write the site name, collection date and time on each label and affix one label to each bottle
- If submitting bottles for more than one sample site/location please describe the location so we can tell the samples apart
 - ~ Information on the Request for Analytical Services form must match the bottle labels

Request for Analytical Services Form

- If sampling more than one site or location please submit one request for analytical service form PER site or location
- Verify that the customer address is correct and that the address can accept mail
 - ~ Record an email address if emailed results are desired
- Record the system's PWS ID, system name, address, and system description
 - ~ See back page for an example
 - ~ Results will be sent to the Water Quality Control Division if a PWS ID is provided
- Record the date and time that the sample was collected
- Record the purpose, water type, and chlorine residual (if needed) of the sample
- Record the temperature of the water if known or needed

Submitting samples to the laboratory

- The laboratory is not open on weekends or state holidays, so plan your sampling accordingly
- Ensure that the included ice packs are frozen so the samples will remain cold in transit
- Plan to overnight or hand deliver the samples to the laboratory as the samples must remain cold
- Either hand deliver or overnight the samples to:

Laboratory Services Division
8100 Lowry Boulevard
Denver, Colorado 80230