

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: 1 2 - 0 3 - 1 1 Time 1 2 : 3 0 a.m. p.m.
month day year hour min

Collected by: John Doe Water Type: Finished

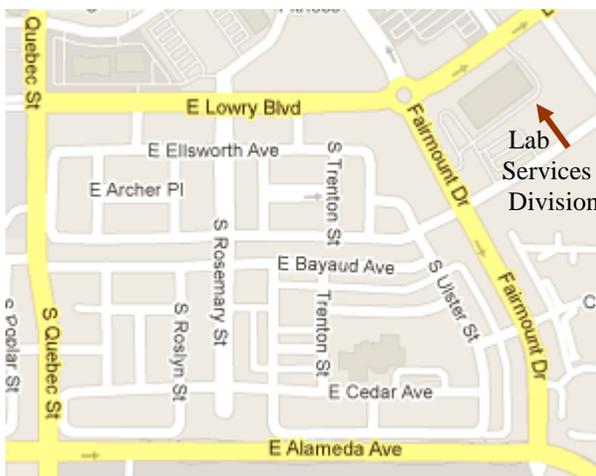
Purpose: Routine Special Purpose Repeat
 Compliance Personal Information

Chlorine residual: 0 . 8 9 mg/L Water Temperature 1 0 C

Fluoride N . A mg/L

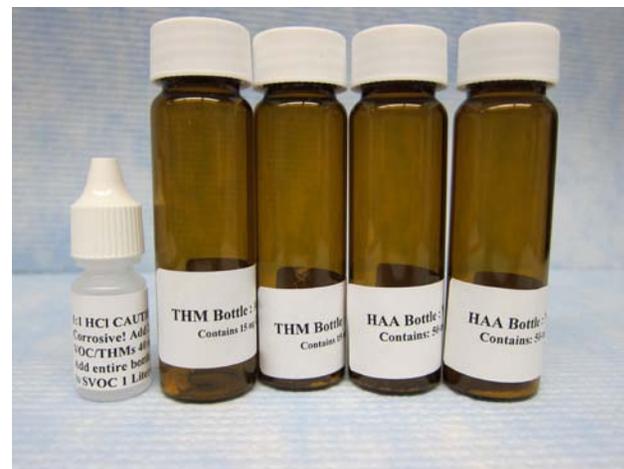
Temperature at Receipt: LAB USE ONLY

Comments: Please email results:
hillcountrywater@madeup.com



Laboratory Services Division

Water sampling instructions for TTHM and HAA5s



- 2-40 mL THM vials
- 2-40 mL HAA vials
- 1 HCl acid dropper



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

- Samples must be collected from a non-swivel, 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 vials
- Fill the TTHM vials nearly full (to the bottom of the neck)
 - ~ Add 2 drops of HCl from the dropper bottle to each TTHM vial
 - ~ Finishing filling the 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



- Fill the HAA vials so that no air remains when capped and inverted

Bottle labels

- Write the customer name and 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

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 collection date and time
- 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