



Chain of Custody Record

Laboratory Job Number: _____

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Client Contact Information	Results Reporting Information	Invoicing Information
Company/Client Name:	Project Manager:	Accounts Payable Contact:
Address:	Mailing Address:	Mailing Address:
City/State/Zip:	City/State/Zip:	City/State/Zip:
phone:	phone:	phone:
fax or email:	fax or email:	fax or email:

SAMPLING INFORMATION

Sampling Location:	P.O. #:	PWSID #:
Sampled By:	Project Name:	Project #:
		Permit #:

Send results to OR State Health Division? (Please circle) Yes No

Lab ID	Sample Identification	Date Collected	Time Collected	Sample Matrix*	# of cont. rec'd	Analysis Requested**										SEE ATTACHED	Sample Specific Notes/Field Data for each WW sample, specify Grab / Composite for each DW sample, specify Raw / Treated , Source / Distribution , Single / Combined WHERE APPLICABLE	
						Bacteria (TC/EC P/A)	Nitrate	Arsenic										

Relinquished By (print): _____	Company: _____	Date/Time: _____	Signature: _____	Received By: _____	Company: _____	Date/Time: _____	Signature: _____
Relinquished By (print): _____	Company: _____	Date/Time: _____	Signature: _____	Received By: _____	Company: _____	Date/Time: _____	Signature: _____

The most current revision of SOP-10-003 was used when these samples were collected

Received by Laboratory Log-In Staff: Date/Time: _____ Temp. on receipt: _____ °C On ice? Y N
 Containers Intact? Y N **ID: TRM-10-** _____

* Drinking water (DW), effluent (EFF), ground water (GW), influent (INF), non-aqueous liquid (NAL), paint chips, raw water (RW), sludge, soil, solid, source water (SOURCE), spring, stormwater (SW), surface water, wastewater (WW), well water (WELL)

** Analyses for SOC, Radionuclide, Radon, and Asbestos are subcontracted out to other accredited laboratories.



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WATER SAMPLING INSTRUCTIONS FOR PRIVATE WELL COLIFORM, NITRATE and ARSENIC TESTS

- 1) Well water samples should be collected as close to the well head as possible. However, *if the system has a chlorinator or ultraviolet light device used to kill bacteria*, you or your realtor/finance company may choose to collect an additional sample after it has been through the chlorinator or UV device.
- 2) Use a sterile sample bottle (small, clear bottle enclosed in a white, screw top canister) from the lab. Make sure the seal is removed completely from the neck of the bottle. **Please fill the bottle to the fill line but not over.** The fill line is the top line marked 120mL. A second, non-sterile lab bottle (small milky white plastic bottle) will be provided for the arsenic and nitrate. Fill this bottle to the shoulder.
- 3) If at all possible, **do not** collect samples from faucets that swivel between sinks. If the faucet has an aerator screen, take the aerator off before sampling.
- 4) Sanitize the opening of the faucet using a propane torch or by thorough cleansing with rubbing alcohol. Apply the alcohol using tweezers and cotton balls. Liberally cleanse both inside and outside of the faucet opening, wait a couple of minutes, and then turn on the water slowly to flush out the alcohol and collect the sample. There is no set length of time to run the water, but run it long enough to be certain that the water you are sampling is fresh from the well. (If the house is occupied and water is being used each day, you should not have to run the water more than a minute or so.)
- 5) When collecting the sample, keep the lid far enough away to insure that splatters from the ground or the bottom of the sink do not reach the underside of the lid. Fill the coliform bottle first and then fill the second bottle.
- 6) The sample **must** be returned to the laboratory **within 30 hours** of collection in order for results to be certified. The corresponding form included with the bottle **must** be filled out.
- 7) Testing can take up to 7 business days. Your results will be mailed and faxed or e-mailed (if number/e-mail is provided).
- 8) The current price is \$105.00 for the coliform, nitrate and arsenic tests combined (Individually: Coliform - \$40, Arsenic - \$35, Nitrate - \$35). Please include payment along with sample or pay when you drop it off at the lab. ***Results cannot be released until payment is received.***
- 9) **Only coliform** samples can be left 7 days a week. When the lab is not open, leave the sample on the front porch in the metal sample box. Please phone ahead for weekend schedules.
- 10) **The sample must be received at the laboratory showing evidence of chilling per Oregon Drinking Water Program. The sample should be transported in a cooler, with ice or its equivalent. Coliform samples cannot be accepted above 35 °C (95 °F). The sample will be rejected if it does not show evidence of cooling.**
- 11) Note: The State Health Division does not require springs to be tested. Some lending institutions still may require it however, so be sure to check with your lender in advance of the closing.