

Water Submission Form



Analytical Science
 98 Halifax St East
 Nelson
 Ph: 03 548 2839
 Email lab@cawthron.org.nz
 www.cawthron.org.nz

Client Name	
Address	
Order No.	
Reference	
Sampled By:	

Email to	
Invoice to	
Copies to	
Contact Phone	
Samplers Signature	

Is this for human consumption?				Type	Water Source								Tests required								Lab Use Only					
Yes		No																								
Sample Description <i>(client code / batch date)</i>				Date & Time Sampled 24-hour clock	Chlorinated <i>(use blue top bottle)</i>	Non-chlorinated <i>(use yellow top bottle)</i>	Bore/Well /Roof /Tank Water	Factory Water	River/Stream/Lake	Seawater	Groundwater	Swimming Pool	Bathing Water River	Bathing Water Beach	Total Coliforms	Faecal Coliforms	E. Coli	Enterococci	APC 25°C / 35°C / 37°C	Swimming Pool	Turbidity	Conductivity	pH	Salinity	Additional Testing (Specify)	Put Up:
																							Temp:			

Further Information/Specify Testing:

READ SAMPLING DIRECTIONS ON THE BACK

Water Submission Form

Collecting your sample

- Use the sterilised bottle provided.
- **Do not wash or rinse bottles** as they are already clean and sterile. Blue top bottles contain sodium thiosulphate tablets to neutralise the chlorinated samples– do not remove it.
- Open the bottle when you take the sample.
- Wipe the tap/nozzle with an ethanol wipe (remove hose if any is attached) before sampling.
- Let the tap run for two minutes before filling the bottle(s).
- Be careful not touch the inner lid or surface of the bottle with your fingers to avoid contamination.
- Completely fill the bottle(s) - we cannot perform testing if the bottles are not full.

Filling out the form

Fill in these details on the submission form:

- Name and Address
- Phone Number
- Email Address
- Date and time sampled
- Sample ID and description
- Identify the site where the water was taken i.e. “kitchen tap”
- Source of water i.e. well water, mains water, stream etc
- Please **make sure to specify the tests required**. Even if you do it on a regular basis, we need this to comply with our quality control.

Returning the form and sample to Cawthron

The sample **must be returned to Cawthron within 24 hours** of collection. Samples received outside of this time may have inaccurate results.

- Place the sample bottles in the chilly bin with a frozen pad to keep the samples cold which is important for the accuracy of some tests.
- Put the green Cawthron address label on the top of the chilly bin. Organise a courier to pick it up or bring the bin back into us at 98 Halifax Street East within **24 hours**. Our open hours are Monday to Friday 8am to 5pm and Saturdays 9.00am to noon.

If you have any questions on how to take a sample or transport arrangements, call Customer Services on 03 548 2839.

If the test you require is not specified, please contact Customer Services.

The final report and invoice will be emailed to you on completion of analysis.

The routine turn-around time (time taken to receive a report) is up to five (5) working days.