

Water Submission Form

Customer Name	
Address	
Order No.	
Reference	
Sampled By	

Email Report to	
Copies to	
Email Invoice to	
Contact/ Contact Phone	
Samplers Signature	

Cawthron Labs
 Sample Reception
 98 Halifax St East
 Nelson 7010
 Ph: 03 548 2839
 Email: samples@cawthron.org.nz

Sample Information (tick all that apply)						Tests Required (tick)													
Water Source: Town Supply: <input type="checkbox"/> Roof: <input type="checkbox"/> Well/ Bore: <input type="checkbox"/> Tank: <input type="checkbox"/> Stream: <input type="checkbox"/> Swimming/ Spa Pool: <input type="checkbox"/> Other (specify): _____						Is the Water Chlorinated? (tick)	100mL sample required (White, blue, yellow top)				Swimming / Spa Pool (400 mL)	100mL sample required (Yellow top bottle only)							
Reason for Testing: NZDW Standard <input type="checkbox"/> MPI Food Safety Plan <input type="checkbox"/> Global Gap: <input type="checkbox"/> Water Tanker <input type="checkbox"/> Own Knowledge <input type="checkbox"/> Other (specify): _____							*Total Coliforms	Faecal Coliforms	* E. Coli	Enterococci		APC 25°C <input type="checkbox"/>	35°C <input type="checkbox"/>	37°C <input type="checkbox"/>	Turbidity	Conductivity	pH	Salinity	Other (Specify below)
*Sample Type (specify for each sample): Drinking Water (DW), Ground Water (GW), Swimming / Spa Pool (SP), Seawater (SW), Factory Water (FW), Effluent (EF), Surface Water (SFW)																			
Global Gap: Pre-Harvest (GGPH), Post-Harvest (GGPH), Drinking (GGDW) See pg 2 for definitions																			
Sample Description	Date Sampled	Time Sampled (24hr clock)	*Sample Type	DW Site Code															
1																			
2																			
3																			
4																			
5																			
6																			
Additional Analysis/ Comments																			

SAMPLE RECEPTION USE ONLY		
Temperature on receipt		
# If Temperature is Over 10°C:		
Was sample rec'd within 2 hrs	YES	NO
Received in a chilly bin with frozen ice packs	YES	NO
Sample received within 24hrs	YES	NO
Approved bottles used	YES	NO
# If any of the above conditions are not met, add a comment to the report and note the Non-Conformance number below:		
NCR:		
LAB USE ONLY		
Put up by:		
Checked by:		
Received at Cawthron		

* Standard Drinking Water tests

SEE OVER PAGE FOR REGULATORY REQUIREMENTS, SAMPLING INSTRUCTIONS ETC

Samples should be <10°C if submitted after 2 hrs from sampling or should be colder than when sample was taken i.e. received in a chilly bin with frozen ice packs.

Regulatory Requirements

NZ Drinking Water Standards for Water Quality are set by the Ministry of Health.

1. The **NZ Drinking Water Standard** specifies that E coli results must be less than one in any 100mL sample (<1/100mL). Standard tests for drinking water are Total Coliforms and E. coli.
2. **Global Gap:**
 - Pre-Harvest: Irrigation/ Spray water – E. coli & Faecal Coliforms: (*MFC_ECOLI*)
 - Post-Harvest: Washing produce, cleaning bins and/or packaging, handwashing water etc – E. coli & Faecal Coliforms (*MFC_ECOLI*)
 - Drinking Water for Staff - E coli: results must be less than one in any 100mL sample (<1/100mL). (*READY_MPN*)
3. **MPI Food Safety Plan:**
 - E coli - results must be less than one in any 100mL sample (<1/100mL). (*READY_MPN*)
 - Turbidity - (*TURBIDITY*)
 - pH - (required only if the water source is chlorinated). (*PH*)
4. Please note that APC tested at 25°C and 37°C is not IANZ accredited.

Collecting your Sample

- Use the sterile bottle/s provided - **Do not wash or rinse the bottles.**
- For chlorinated samples you **MUST** use a sterile bottle containing sodium thiosulphate which neutralises the chlorine in the water. Use a white or blue top bottle supplied by the laboratory which has been sprayed with sodium thiosulphate.
- Use aseptic techniques – do not touch the insides of the sterile bottle or inside the lid.
- Disinfect the tap by flaming the end of the tap for 10 seconds or wiping the end of the tap with an ethanol wipe before sampling (ethanol wipes are available from your local pharmacy).
- Flush the line first by letting the cold water tap run for 2-3 minutes before filling the bottle(s).
- **Fill the bottle** - we cannot perform testing if we do not receive at least **100mLs** of water in each bottle (**400mLs** for swimming/ spa pool testing).
- Replace the lid firmly.

Complete the Submission Form

We need the following information:

- Your name, physical address, email address, invoice email address and phone number.
- The source of the water, the reason for testing and the sample type.
- The date and time of sample collection - **NOTE:** Please make sure you write the **date** and **time** sampled on the bottles.
- Please **make sure to specify the tests required.**

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 and will have an indicative comment on the report.

- Place the sample bottles in the chilly bin with the **frozen ice packs** above and below them to keep the samples cold. The samples should be under 10°C on arrival at the lab.
- Put the completed submission form in a plastic bag in the chilly bin.
- 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 in good time so that the testing can be started at the laboratory within the required **24hr time frame**.
- Our opening hours are Monday to Friday 8.00am to 5.00pm and Saturdays 9.00am to noon.

If you have any questions on how to take a sample, arranging transport of the sample, or the test you require is not specified, contact our Sample Reception team at samples@cawthron.org.nz or call 03 548 2839.

The final report and invoice will be emailed to you on completion of testing. **The routine turn-around time (time taken to receive a report) is up to three (3) working days.**