

# CHAIN OF CUSTODY / SAMPLE SUBMISSION FORM

## CLIENT/REPORTING INFORMATION

<b>Company/Client</b>	<b>Contact Name</b>
<b>Address</b>	<b>Phone</b>
<b>Suburb, Post Code</b>	<b>Mailing Address</b>
<b>Report Email/s</b>	
<b>Relinquished by</b>	<b>Signature</b>
<b>Time &amp; Date</b>	<b>Turnaround</b>

**OTHER TURNAROUND TIMES - Surcharges apply & must be approved by the Laboratory Manager prior to submission**

**Payment is required in advance unless credit terms have been established**

## BILLING INFORMATION IF DIFFERENT FROM ABOVE

<b>Invoice Contact</b>	<b>Email</b>
<b>Purchase Order</b>	<b>Phone</b>

**This form must accompany samples on delivery, before any sample will be processed**

## SUBMISSION INFORMATION

<b>Project Name</b>	<b>Client Order No.</b>
<b>Client Submission Number</b>	<b>No. of Samples</b>
<b>OFFICE USE ONLY</b>	<b>Job Number</b>
	<b>Client Code</b>

## ANALYSIS REQUESTED

Micro	Packages	Individual Suites	Other Analysis
<input type="radio"/> *E.Coli/Total Coliforms	<input type="radio"/> *Potable Micro (E.C/T.C/HPC)	<input type="radio"/> General Parameters (GP)	<input type="radio"/> Mercury
<input type="radio"/> *HPC (Heterotrophic Plate Count)	<input type="radio"/> Food	<input type="radio"/> Basic GP	<input type="radio"/> Sulphide
<input type="radio"/> *Enterococci	<input type="radio"/> Full Food (inc Potable Micro)	<input type="radio"/> Trace Metals (TM)	<input type="radio"/> *Ferrous Iron
<input type="radio"/> *Legionella	<input type="radio"/> Potable (GP/TM)	<input type="radio"/> Total Metals	<input type="radio"/> Cyanide Total
<input type="radio"/> Thermotolerant Coliforms	<input type="radio"/> Full Potable (GP/TM/Micro)	<input type="radio"/> Filtered Metals	<input type="radio"/> Cyanide WAD
<input type="radio"/> Pseudomonas	<input type="radio"/> Major Ions	<input type="radio"/> Soluble Nutrients	<input type="radio"/> Other (Specify)
	<input type="radio"/> As Per Quote: _____	<input type="radio"/> Total Nutrients	_____

## SAMPLE INFORMATION

<input type="radio"/> Bore Water	<input type="radio"/> Non-Potable Water	<input type="radio"/> Wastewater	<input type="radio"/> Sediment	<input type="radio"/> Other _____
<input type="radio"/> Potable Water	<input type="radio"/> Recycled Water	<input type="radio"/> Environmental	<input type="radio"/> Process Water	

#	Sample Id	Date Sampled	Time Sampled	#	Sample Id	Date Sampled	Time Sampled
1				9			
2				10			
3				11			
4				12			
5				13			
6				14			
7				15			
8				16			

## COC INFORMATION

<b>Transported by</b>	<b>Con Note #</b>	<b># Packages</b>
<b>Received by</b>	<b>Signed</b>	<b>Temperature</b>
<b>JOB #</b>		<b>Date &amp; Time</b>

# Collecting Water Samples

## Water Sampling for Laboratory Analysis

- Wash hands before opening any bottles
- Ensure you label the bottle with your name, location and time and date of sampling
- Prepare a clean space for bottles and caps to be placed while sampling
- Open only 1 bottle at a time, taking care not to mix caps as chemicals used for preservation or pre-treatment may contaminate other bottles required for different tests

## Sampling from a Tap

- For microbiology samples- tap needs to be sterilised with flame or IPA wipes.
- Turn on tap and let water flow for 2-3 minutes
- If preservative\* is present: reduce flow of water then fill bottle to neck, do not over fill
- If no preservative: reduce flow of water then fill bottle, rinsing 3 times prior to filling to neck.

## Sampling from Tanks, Rivers, Dams etc

- Hold bottle by the base and submerge 10-20cm below the surface with the mouth facing slightly upwards
- If there is a current, the mouth of the bottle should face the current. If there no water movement, move the bottle slowly forward as it fills
- Repeat 3 times (unless preservative\* present) emptying the water away from the sampling point
- Fill to neck

## Capping and Preservation

- Loosely cap the bottle with original lid (note: Trace Metal caps can contaminate Nutrient bottles)
- Squeeze the bottle gently and tightly cap to expel any air and allow for bottle expansion if freezing.
- DO NOT USE LOOSE ICE - this may contaminate your sample.

TEST	BOTTLE	PRESERVATIVE*	TEMPERATURE	NOTES
General Chemistry	500mL Green label	none	chill	
Trace Metals	125mL Red label	Added by lab	Chill	Do not mix lids
Nutrients	60mL Green label	none	FREEZE	
Mercury	60mL Orange label	Yes- do not rinse	chill	
Ferrous Iron	60mL Black label	Yes- do not rinse	chill	24 hour holding time
Sulfide	60mL Yellow label	Yes- do not rinse	chill	
Cyanide	125mL Purple label	Yes- do not rinse	chill	Protect from light
MICRO	250mL white label	Yes- do not rinse	chill	18 hour holding time Air gap required

## Submission to Laboratory

- Submit to the laboratory as soon as possible. Analysis may require testing to begin within 24 hours
- Ensure sample bottles are clearly labelled
- Laboratory requires written contact details, payment details and analysis requested
- Payment is required in advance
- Deliver to Tarkwa Bogoso Highway, Plot No WR2767/1364/11, Samahu, Western Region, Ghana  
P: +233 (0) 31 2320386 / +233(0) 31 2320246