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**Sample Drop-off Hours:**  
**M–Th: 8:00am – 4:00pm**  
**Fri: 8:00am – 1:00pm**

Please fill in the following information and return this sheet with the water sample. Sampling instructions are on the back of this sheet. **Note: All samples must be paid for when dropped off for analysis. Call for pricing.**

**Sampling Location Info:**

**Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Street:** \_\_\_\_\_ ( ) Same as Mailing (if not, fill in mailing info below)  
**City/State/Zip:** \_\_\_\_\_  
**Date Sampled:** \_\_\_\_\_ **Time Sampled:** \_\_\_\_\_ **Sampler Name:** \_\_\_\_\_

**Sample Location:**                      **Type:**  
 ( ) Kitchen Tap                              ( ) Raw    ( ) Treated: \_\_\_\_\_  
 ( ) Outside Tap/Hydrant                  ( ) Raw    ( ) Treated: \_\_\_\_\_  
 ( ) Other \_\_\_\_\_                      ( ) Raw    ( ) Treated: \_\_\_\_\_

**Report to Info:**

( ) Go **GREEN**, have results emailed to: \_\_\_\_\_  
 ( ) Mailing Address: \_\_\_\_\_  
 (If different from above) A mailing address is needed even if the report is emailed. We may need to mail you a retest kit.

*Please read the directions on the back of this sheet before collecting your water sample!*

Analysis Requested:	Bottles Needed
<b>Packages:</b>	
( ) <b>Ultimate Kit:</b> Premium Kit and Softener Suite Kit	1-Sterile, 1-100mL, 3-250mL
( ) <b>*Premium Kit:</b> Coliform Bacteria, E. coli, Nitrates, Manganese, Lead and Arsenic	1-Sterile, 1-100mL, 2-250mL
( ) <b>Basic Plus Kit:</b> Coliform Bacteria, E. coli, Nitrates, and Arsenic	1-Sterile, 1-100mL, 1-250mL
( ) <b>Basic Kit (Foster Care/Daycare):</b> Coliform Bacteria, E. coli, and Nitrates	1-Sterile, 1-100mL
( ) <b>Softener Suite Kit:</b> Hardness, Iron, Tannins, pH, Manganese and Total Dissolved Solids	1-250mL
( ) <b>Real Estate Conventional Loan Kit:</b> Coliform Bacteria, E. coli, and Nitrates	1-Sterile, 1-100mL
( ) <b>Real Estate FHA/VA Kit:</b> Coliform Bacteria, E. coli, Nitrates, Nitrites, NO3+NO2, and Lead	1-Sterile, 1-100mL, 1-250mL
( ) <b>New Well Kit:</b> Coliform Bacteria, E. coli, Nitrates, and Arsenic    Unique Well #:	1-Sterile, 1-100mL, 1-250mL
<b>Individually:</b>	
( ) Coliform Bacteria    ( ) E. coli	1-Sterile
( ) Nitrates              ( ) Nitrites    ( ) Nitrate + Nitrite (NO3+NO2)	1-100mL
( ) Arsenic, Total        ( ) Arsenic 3    ( ) Arsenic 5	1-250mL
( ) Lead	1-250mL
( ) Fluoride	1-100mL
( ) pH    ( ) Iron    ( ) Hardness    ( ) Tannins    ( ) TDS    ( ) Manganese	1-100mL or 1-250mL
( ) Iron Bacteria	1-Sterile (bottle or bag)
	Kit Mailing Fee

**\*The MN Department of Health recommends testing your well for coliform, E. coli, nitrates, arsenic, lead and manganese to ensure it is safe to drink.**

**Water samples must be received within 24 hours, in our containers, and kept on ice. Failure to meet these requirements WILL result in a comment on the final report. Chlorinated samples will be rejected.**

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Code # \_\_\_\_\_ Date & Time Received \_\_\_\_\_ / \_\_\_\_\_ Temp on Arrival \_\_\_\_\_ C    On Ice: Yes or No    Therm ID#: \_\_\_\_\_ Ini.: \_\_\_\_\_

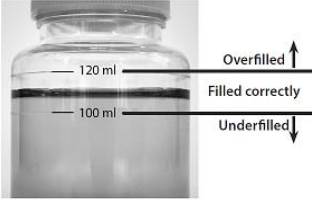
Pre-Paid By \_\_\_\_\_ AMOUNT PD \_\_\_\_\_ CK# \_\_\_\_\_

Over Temp \_\_\_\_\_ Other: \_\_\_\_\_                      CHL.= \_\_\_\_\_ Strip ID#: \_\_\_\_\_

Past Holding Time \_\_\_\_\_ Not Received in AWLab Container    **INITIALS** \_\_\_\_\_                      Pb/As Preserved upon receipt \_\_\_\_\_    Batch # \_\_\_\_\_

# Sampling Instructions

**Step 1:** Fill the bottles according to the testing you requested, see table below for instructions. If you feel you are missing a bottle, please call.

Test	Bottle (See upper right-hand corner of bottle label)	Where to Sample	Sampling	Transport	Get back to lab within
Lead	250-mL	Primary Drinking Water Tap	Allow water to remain in pipes for <b>at least 8, but no more than 24 hours</b> before collecting sample. It is important not to run any water during this time frame. After 8 hours, completely fill container with cold water. Be sure to fill the bottle provided with the water that has been sitting in tap.	No Ice Needed	14 days
Coliform/ E. coli	<b>Sterile</b> 	Primary Drinking Water Tap	Remove the aerator from the end of the faucet; make sure all the rubber seals are also removed. Pour isopropyl alcohol onto a paper towel and clean the inside of the faucet. Allow the water to run 5-10 minutes on cold. Fill the bottle by removing the seal, do not rinse out a powder or droplets that you may see in bottle. Do not touch the inside of the bottle or cap. If you put the cap down, please make sure to place it with threads up. Fill the bottle over the 100-mL line but below the 120 mL line, see picture. Immediately cap the bottle when done.	No Ice Needed	24 Hours
Nitrates and/or Nitrites	100-mL	Any Tap	Run your cold water for 5-10 minutes. Fill bottle to shoulder.	<b>Must be Received on Ice</b>	24 Hours
Arsenic	250-mL	Untreated Tap Closest to Well	Turn cold water on and allow to run for 5-10 minutes. Fill bottle to shoulder.	No Ice Needed	14 days
Softener Suite	250-mL	See next column.	If you want to check if your softener is working, take sample after softener. If you want to determine what to set the softener at, take the sample before the softener. If you don't have a softener, take from any tap. Turn cold water on and allow to run for 5-10 minutes. Fill one bottle to the shoulder per location.	No Ice Needed	14 days

**Step 2:** Fill out bottle labels and prepare the samples for transit. Remember if you are testing for nitrates, nitrites, or nitrate+nitrate the samples need to be received on ice. Put the bottle in a cooler or bag with some cubed ice or some ice packs. If you are not bringing the sample back on the same day you filled the bottle, be sure to use cubed ice and surround the sample bottle in the ice. The other testing bottles can be received on ice as well, but it is not required.

**Step 3:** Bring the samples to lab within the time frame listed in the table above. You do not need to make an appointment. Our sample receiving hours are on the top of the other side of this paper. We take credit card, cash, or check. **Curbside service is available**, just call 218-829-7974 when you are in our parking lot.

**If you have any questions, please feel free to call us at 218-829-7974 anytime. Thank you for your business!**