

TIPS TO AVOID SAMPLE REJECTION OR DELAYS

- ✓ SUBMIT 2 SAMPLES IF YOU WANT ALL STANDARD TESTS
 1. One sterile container for Bacteria (total coliforms and e.coli)
 2. One clean water bottle (6-12oz) for all 3 chemical tests (Lead + Nitrate + Nitrite)

- ✓ FILL CONTAINER TO THE NECK

Too much water is better than not enough. Sample will be rejected if there is not enough water. *(Ignore the line. If you choose to focus on the line, fill water ½" ABOVE the line.)*

- ✓ INCLUDE PAYMENT - We must receive payment at the time of processing. No exceptions. We accept cash, check, or money order. No credit cards.

- ✓ COMPLETE THE ENTIRE FORM - INCLUDING
 - EMAIL - send us a short email (such as "Joe's sample in dropbox") so we have your correct email address to send the report)
 - DATE & TIME OF COLLECTION – deliver the sample the same day you collect it.
 - TESTS NEEDED
 - SIGNATURE – chain of custody requirement

- ✓ IDENTIFY SAMPLE – to match form to sample
 - WRAP form & payment around sample, Secure with rubber band, & Place inside cooler, in the dropbox.
 - OR -
 - PUT sample & form & payment inside a sandwich-size baggie (remove any ice) & Place inside cooler, in the dropbox.
 - OR -
 - LABEL sample with name and place inside cooler, in the dropbox. Place form & payment next to the cooler in dropbox. Label both bacteria and chemical samples.