

Chain of Custody

Public Water System



One Government Gulch
 Kellogg, ID 83837 • 208-784-1258
 www.svl.net • svlinfo@svl.net
Certification ID 00965

Person Transporting Sample to Lab:
Report Results To:
Name:
Email:
Phone:

SAMPLES SUBMITTED ON FRIDAYS
 INCUR AN ADDITIONAL CHARGE FOR
 WEEKEND PROCESSING.

Payment is submitted with the sample
 unless credit has been established. Call
 208-784-1258 for credit card payment.

Cash Check Credit

PWS NAME	PWS #	Sample Type Code*	Sample Location	Date Collected	Time Collected	Collected by	Field Data		TESTS REQUESTED				
							Chlorine Residual Results		Coliform	Pb & Cu	Nitrate		
							Total	Free					

*Sample Type Code: **RS** – Routine Sample **RP** – Repeat Sample (At original Tap) **W** – Untreated (Source) **X** – Other
C – Construction/Special **U** – Upstream Repeat **D** – Downstream Repeat **E** – Enforcement (chain of custody required)

Notes: _____

Relinquished by:	Date:	Time:	Received by:	Relinquished by:	Date:	Time:	Received by:

Instructions for PUBLIC WATER SYSTEMS

1. Collecting the Sample
 - Select a clean faucet
 - Avoid collecting from a swivel or hinged faucet as bacteria growth may occur in the cracks.
 - Remove all screens or strainers.
 - Run **cold** water for 3-5 minutes
 - Do Not Remove the cap from the bottle until just before taking the sample
 - Do not touch the inside of the cap or lip of the bottle to any surface, especially your fingers.
 - Fill the bottle to the 120mL mark (nearest the neck of the bottle).
 - Refrigerate the sample, but do not freeze

2. Complete the form
 - Sample location, date and time are critical and need to match the sample location date and time recorded on the bottle
 - Include an email address to have results sent
 - Public Water Systems must include their name and PWS number

3. If an analysis other than a Presence/Absence test for Total Coliform and *E. coli* is desired, a separate sample bottle is required.

4. **SAMPLE MUST ARRIVE AT THE LABORATORY WITHIN 24 HOURS OF COLLECTION.** All tests are performed at the Kellogg laboratory. Samples may be dropped off at the following locations:
 - Hayden Vision Source – 8445 N Government Way, Hayden, Monday -- Thursday by 2pm.
 - Panhandle Pump and Irrigation – 323 McGhee Rd Ste #103, Sandpoint; Wednesdays before 9am.
 - Kellogg Laboratory – 1 Government Gulch, Kellogg, Monday- Thursday 8am-4pm *Friday 8am-12noon*
*Samples arriving on Friday will incur an additional charge for weekend processing.
 - **If mailing samples please mail to the Kellogg Laboratory**

5. Payment is due at sample drop off, attach to bottle with this form using a rubber band.