

1. If the sample will be shipped to Midwest Laboratories, be prepared to have bagged, cubed ice available to include with the sample. This will allow the sample to remain cool until it reaches the laboratory.
  2. Remove the aerator and sterilize the faucet with alcohol or a mild bleach solution.
  - 3\* Open the cold water faucet and allow the water to run for several minutes.
  4. Fill the enclosed bottle(s) **above the fill line** or else it will be rejected upon receipt at Midwest Labs. If total coliform is to be checked, please use caution with the sterile plastic bottle. DO NOT rinse this jar and avoid touching any inner surface of the bottle or lid with your fingers. (The white powder should be left in the container.)
  5. Place the bottle(s) in an upright position in the cooler. Be sure to include the bagged, cubed ice to surround the bottles.
  6. Complete this submittal form with your reporting name, address and sample identification. Please include date and time of sampling. Place the submittal form in the plastic bag and include this with the shipment. Tape the kit securely and place a Midwest Labs return shipping label on cooler. Whether using a parcel service or U.S. mail, be sure to send the sample(s) in such a way that they reach the laboratory within 24 hours. The ideal arrival time would be before 1:00 p.m., Monday through Friday.
  7. A report of analysis will be sent directly to the address on the submittal form. Please allow 3 to 5 days for results.
- \* If the objective is to test for the presence of coliforms in the well itself, additional measures should be taken. A faucet nearest the well should be chosen, any aerator device should be removed, the end of the faucet should be sterilized with a propane torch or isopropyl alcohol and the water should be allowed to run for at least 15 minutes. However, a sample taken without these precautions will be more representative of the purity of the water as it is actually used by the people of the household. A positive bacteria test under the less exacting conditions may require additional testing to locate the source of the bacteria.
- \* If submitting a water sample for an FHA Loan, you will need four (4) bottles and one nitric (HNO<sub>3</sub>) acid. To sample for lead and copper, allow the water to sit in the pipes overnight and collect the first 1 Liter draw of water. Fill the 1 Liter bottle first and then add the entire vial of nitric acid to the liter bottle. Continue to fill the bottles by following the instructions above.



Midwest Laboratories, Inc.  
13611 B Street, Omaha, NE 68144  
402-334-7770

# DOMESTIC WATER SAMPLE SUBMITTAL FORM

Account Number/ Company Name:

REPORT & BILL TO	
Name:	
Address:	
City/State:	ZIP:
Phone:	FAX:
Email:	

IDENTIFICATION
Client Name:
Sample ID:
Sample Date:
Sample Time:
Sample Location:

COPY TO	
Name:	
Address:	
City/State:	ZIP:
Email:	

- Yes  No This sample is for regulatory/compliance purposes (State Permit requirement or Grants to County Projects): **PWS ID:** \_\_\_\_\_
- Yes  No Will this water be used for human consumption?
- Yes  No Will this water be used for Public Water Supply? If Yes - Regulatory Form required

**IMPORTANT INFORMATION FOR BACTERIA TEST:**

Sample must be received within 24 hours of when the sample was taken.

Sample must be submitted in a sterile bottle for bacteria analysis.

Sample volume must be above the fill line (110 mL quantity) or it will be rejected.

**DATE AND TIME SAMPLE TAKEN:** \_\_\_\_\_

**PLEASE RUN THE FOLLOWING ANALYSES: (Please checkmark the desired test)**

- W3 - Domestic Water Analysis (2 - 250 ml plastic bottles + 1 sterile plastic bottle)  
Includes: Total Coliform, Sodium, Calcium, Magnesium, pH, Total Hardness, Conductivity, Total Dissolved Solids (by calculation), Nitrate Nitrogen, Iron, Manganese, Sulfate, Chloride, Fluoride
- Nitrate Only (1 - 250 ml plastic bottle)
- Total Coliform Only (1 sterile plastic bottle)
- W3A - Same as W3, but without coliform bacteria (2 - 250 ml plastic bottles only)
- W4 - Nitrate & Total Coliform (1 - 250 ml plastic bottle + 1 sterile plastic bottle)
- FHA Loan Test - Nitrate, Nitrite, Lead, Total Coliform, E. coli, Fecal Coliform (1 - 250 mL plastic bottle, 2 sterile plastic bottles, 1 Liter plastic bottle, and 1 Nitric (HNO<sub>3</sub>) acid)

LAB USE ONLY
Temperature on Arrival:
< 6°C: _____ Warm: _____ N/A: _____
No. of Containers: _____
Samples Preserved Properly: Yes <input type="checkbox"/> No <input type="checkbox"/>

**SEE SAMPLING INSTRUCTIONS ON BACK**

\*In the absence of specific instructions to the contrary, Midwest Laboratories will analyze your sample(s) using accredited test methods (when available) .