

Please complete highlighted sections – Samples should be brought to the lab on ice

CHAIN OF CUSTODY RECORD



Red Wing City Laboratory
1020 East Fifth Street
Red Wing, MN 55066
651-385-5143 or 651-385-5144

Client name and address	Phone number	Contact name	Date Submitted
	Email address		
Billing address (if different from above information)	Comments or special notes		For lab use only 602-00000-47290
			Account #:
			Billing Total:

Sample Name	Sample Matrix ¹	Sample Type ²	Sample Date	Sample Time	Collected By (Name)	Analyze For (Total coliform/ Nitrate/etc.)	Preservation/ Volume	Unique # Lab Use Only	Cost Lab Use Only

Sample Relinquished By	Date	Time	Received By	Trip Blank Temperature	Comments/Notes	Sample Discarded By	Date

Chain of Custody Record Revision Date: 12/13/2023

Please complete this form when submitting a water sample to RWCL. RWCL is certified by Minnesota Department of Health for Total Coliform analysis. The method used is Colilert which yields a Present/Absent (Positive/Negative) result. The method for Nitrate as Nitrogen is SM 4500NO₃ Ultraviolet Spectrophotometer Screening Method which is not a certified analysis. Any other analysis such as Lead, Nitrite and/or Hardness etc. that may be required by an authority will need to be sent to a different laboratory for analysis.

A report will be generated and sent to the person indicated by mail, fax or email in approximately 7-10 business days. Billing will follow the report by several weeks.

Sample Acceptance Policy

Red Wing City Laboratory reserves the right to reject any sample. The sample acceptance policy is available to sample collectors. Criteria for rejection may include: frozen samples, incorrect volumes, incorrect sample containers, chlorinated samples, incomplete identification or chain of custody, or samples delivered outside of holding times. If any samples do not meet any requirements of the acceptance policy, the data is flagged in an unambiguous manner clearly defining the nature and substance of the variation.

¹Specify: Storm Water (SW), Wastewater Effluent (WWE), Wastewater Influent (WWI), Drinking Water (DW), Other (O).

²Specify: Grab (G) or Composite (C). Plastic (P), Sterile Plastic (SP), Whirl Pak (WP).

Directions for taking a drinking water sample for bacterial analysis

Take the water sample from cold water of a **non-softened** tap or directly from the pump. This must be done the same day you deliver it to the lab. **Keep the sample refrigerated until delivery.** Only one bag $\frac{3}{4}$ full is needed the second bag is provided for if you have trouble or need to resample.

Procedure

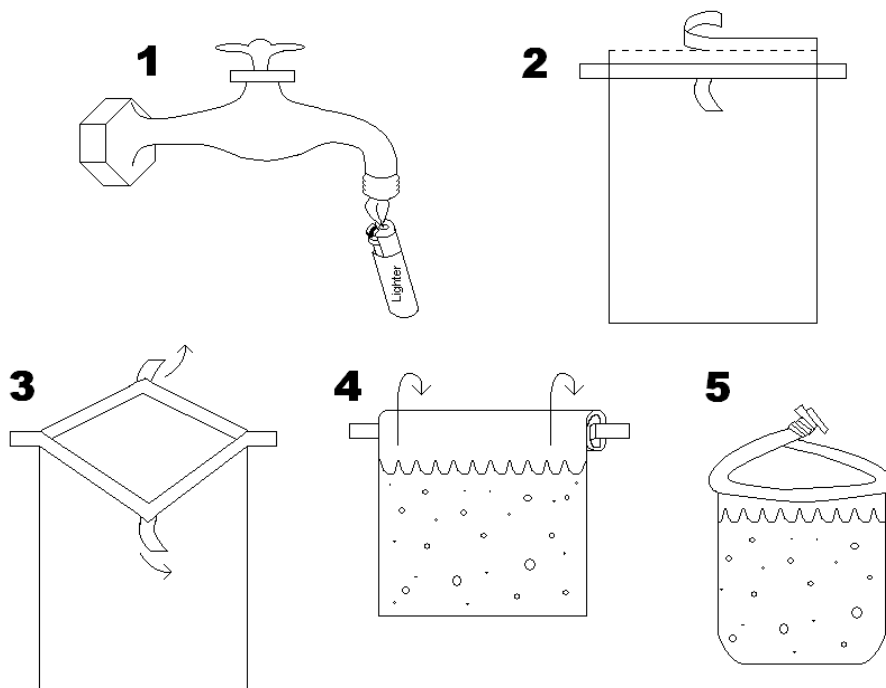
1. Remove screen from end of faucet.
2. Run tap water for 3 minutes and then turn water off.
3. “Flame” the inside of the faucet with a lighter or torch for 15 seconds (Figure 1).
4. Run tap for another 3 minutes.
5. Tear sample bag along perforation (Figure 2).
6. Pull tabs to open bag (Figure 3). DO NOT blow or stick finger into bag.
7. Immediately fill bag $\frac{3}{4}$ full of water.
8. Whirl bag around the wire closure at least 3 times (Figure 4).
9. Twist wire closure ends to seal (Figure 5).
10. Samples should be refrigerated until delivery to the lab and brought to the lab on ice.

Samples are accepted Mondays between 8AM and 2PM.

PLEASE CALL BEFORE DRAWING SAMPLE TO SCHEDULE DROP OFF TIME!!

Red Wing City Lab: 651-385-5143 or 651-385-5144

If no answer: 651-380-1038



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