

**PUBLIC WATER SUPPLY REGIONAL OFFICE REQUEST**

Complete All Items – Please Print Clearly

Read Instructions on Reverse Side Prior to Sample Collection

\*-Indicates Required Fields

Water System I.D. Number   -   -

\*Name of System: \_\_\_\_\_

Type of System: Community  
Non-Community

Sampling Address: \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_

Source of Water:  Ground  Both  
 Surface  Purchased

\*Report To: \_\_\_\_\_

Type of Sample: Raw Treated

Address: \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_

Type of Treatment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EIN # \_\_\_\_\_

Sampling Point: \_\_\_\_\_ \*Date Collected: \_\_\_\_\_ \*Time Collected: \_\_\_\_\_

*Use 24hr/military time*

Collected By: \_\_\_\_\_

Place a check in the box to request analyses for all parameters in the group or select individual parameters by circling the parameter(s) desired.

**Regular Parameters**

- pH / Alkalinity
- Fluoride
- Chloride
- Calcium
- Sodium
- Total Hardness
- Manganese (Total)
- Lead
- Arsenic
- Copper
- Iron (Total)
- Magnesium
- Zinc

**Additional Metals Group**

- Cadmium
- Chromium
- Mercury
- Selenium
- Silver
- Barium
- Antimony
- Beryllium
- Thallium

**Additional Water Parameters**

- (sample must be received at  $\leq 4^{\circ}\text{C}$  )**
- Color\*
  - Sulfate
  - Turbidity\*
  - Total Dissolved Solids

\* 48-hour holding time

**Optional Parameters:** List Optional Parameters Below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total & Soluble Fe & Mn**

- Iron
- Manganese

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Laboratory Use Only**

Received By: \_\_\_\_\_  Mail  Courier  Walk In

**PURPOSE:** Provide instructions for collecting and submitting a public water supply sample for Inorganic Chemical Analysis to the State Laboratory of Public Health.

## **DIRECTIONS FOR COMPLETION OF DHHS FORM 2887**

**Using a ball point pen or type, fill in all requested information on the top portion of the form. PLEASE PRINT CLEARLY.**

1. All fields marked with an asterisk (\*) are **Required Fields** which must be completed. Incomplete forms may result in REJECTION of the sample.
2. Name of System: The name of the public water supply.
3. Water System I.D. Number: Public water supply identification number.
4. Sampling Address: Address where the sample is collected.
5. Report To/Address: Regional Office and Address of Regional Office
6. EIN#: The federal tax ID number of the agency. The lab uses this number to log the samples into the laboratory information management system.
7. Sampling Point: The location where the sample was collected such as the kitchen tap, well head, or outside spigot.
8. Date Collected and Time Collected: The date and time the sample is collected.
9. Collected By: Person that collects the sample.
10. Type of Treatment: List any types of treatment to water.

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## **DIRECTIONS FOR SAMPLE COLLECTION AND SHIPMENT**

The standard kit contains a cardboard mailer, a one-quart plastic (1 liter) container, a submittal form and a mailing label. If testing from the "Additional Water Parameters" is required, a shipping cooler with ice packs must be requested by calling the State Laboratory of Public Health Environmental Sciences Section (SLPH ESS) at **919-733-7308**.

Nitrate and Nitrate may be requested separately under "Optional Parameters"; however a shipping cooler with ice packs must also be requested from the SLPH ESS, and the samples must be received at  $\leq 4^{\circ}\text{C}$ . Nitrate and nitrate tests have a 48-hour holding time.

Samples with parameters requiring a 48-hour holding time must be received by the laboratory within that time period. Samples received out-of-hold or at temperatures exceeding preservation requirements may be rejected by the laboratory. Please contact the laboratory with any questions regarding the receipt of samples with short holding time or thermal preservation requirements.

1. If a shipping cooler was requested, be sure the included freeze packs have been frozen solid before sampling.
2. Remove the one-quart plastic container; remove cap from container and inflate container by mouth, if uninflated.
3. Turn on the tap and allow the water to run for five minutes to ensure the water is from the distribution system unless collecting a "first draw" sample.
4. Rinse the container two or three times, and the discard the water. Do **NOT** rinse container if collecting a "first draw" sample.
5. Fill the container to within approximately one inch of the top and securely cap the container.
6. Place the container along with the completed form in the cardboard mailer. If the samples require thermal preservation, be sure to send the samples in the requested cooler along with pre-frozen freeze packs. Be sure the cooler lid is sealed and secure to ensure the proper temperature is maintained.
7. Seal the box and ship immediately to the State Laboratory using the supplied mailing label.