



ALASKA  
Department of  
Environmental  
Conservation

State of Alaska  
Environmental Health Lab  
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(907) 375-8231  
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## Drinking Water or Dairy Water Analysis Workorder

\*\*\*\*\*TO BE COMPLETED BY CLIENT AT TIME OF SAMPLING\*\*\*\*\*

Client: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Signature: \_\_\_\_\_  
City, State, Zipcode: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Public Water System: Yes  No   
Dairy Farm: Yes  No   
Seafood Processor: Yes  No

PWSID: \_\_\_\_\_

Dairy Processor: \_\_\_\_\_

Permit #: **AK** \_\_\_\_\_

### CHECK ALL THAT APPLY

EHL INTERNAL QC

Drinking Water (includes sinks, showers)

Routine  
 Special  
 Repeat

Untreated Raw

Processing Water (potable)

Ground Water

Processing Water (non-potable)  
(includes sweet-water tanks)

Fresh water

Treated

Glycol

Marine water

Chlorine Residual \_\_\_\_\_ (mg/L)

### ANALYSIS REQUESTED

Coliform Bacteria (Presence / Absence); Total Coliform, Fecal Coliform or *E. coli* (30 hr hold time)

Coliform Bacteria (Enumeration); Total Coliform, Fecal Coliform or *E. coli* (30 hr hold time)

Heterotrophic Plate Count (Pour Plate Method); HPC @ 35.0° ± 0.5 °C (8 hour hold time)

Other: \_\_\_\_\_

Client Reference Number: \_\_\_\_\_

Date Sample Collected: \_\_\_\_\_

Time Collected: \_\_\_\_\_ (am / pm)

Collected By (name): \_\_\_\_\_

Location Collected: \_\_\_\_\_

### TO BE COMPLETED BY EHL PERSONNEL

FOLDER #: \_\_\_\_\_

LAB SAMPLE #: \_\_\_\_\_

Analytical Method: \_\_\_\_\_

Analyst: \_\_\_\_\_

Analysis Date: \_\_\_\_\_

Sample Status: Valid

Rejected

Reason for Rejection: TLIT

Insufficient Vol

Cracked Vessel

Other

### COMMENTS:

# Microbiological Water Analysis Workorder

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## Drinking Water SAMPLING INSTRUCTIONS:

- 1) **Remove aerators** or filtration devices from spigot; **run cold water** for about 3 minutes *or until you get a noticeable drop in water temperature* . Avoid sampling from swivel faucets or water hoses.
- 2) Discard sterile band from neck of bottle; carefully remove lid (do NOT set aside, do NOT touch inside of lid or rim of bottle); bring bottle in at an angle under stream and collect water without splashing. DO NOT rinse bottle; the powder is required to neutralize chlorine that may be in the water.
- 3) Replace cap on bottle; fill out sample workorder and bottle label; affix label to bottle.

## Sample Shipping:

**Please call (907) 375-8231 to notify sample shipping time. Most samples must be analyzed w/in 30 hours from collection and must be received during normal business hours.**

Carefully pack your sample to safeguard from damage and temperature extremes during shipping.

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## CLIENT Workorder Instructions:

If you are a **Public Water System**, please include Client or requestor signature, PWSID, sample type, treatment and water source; include chlorine residual.

If you are a **Seafood Processor**, please include Client or requestor signature, your AK Permit Number, sample type, treatment and water source. If this is processing water, please indicate whether the water source is potable, fresh, or marine water.

If this sample is from a **Dairy Farm or Dairy Processor**, please include Client or requestor signature, indicate name of Dairy, processors name, and sample type. Please indicate whether the water is for drinking or for processing (either potable or non-potable). If for processing, please indicate if sample contains glycol. ***If the plant is a primary PWS, a PWSID must be included.***

## Sample ID Number

This number should be written on the label on your sample bottle in water-proof ink.

## Sample Collection Information

This information must be supplied in order to process your sample.

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## EHL Sample Receiving:

Please include **Folder Number** and **Lab Sample ID** on Workorder form; **affix the bar code label to bottle such that it doesn't cover the sample bottle label.**

**Hold Times** vary for water samples depending upon the sample source and compliance status. Please refer to the Drinking Water Sample Handling sheet for further information.

All water samples must be **stored in the walk-in cooler** until received by analyst. These instructions are to compliment the general EHL sample receiving instructions.