



Servi-Tech Laboratories
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1602 Park West Dr. • PO Box 169 • Hastings, NE 68902
1816 E Wyatt Earp Blvd. • PO Box 1397 • Dodge City, KS 67801
6921 South Bell • Amarillo, TX 79109

Sample Collected by: _____ <div style="text-align: right;">(Signature)</div>	Date Collected: _____ Time Collected: _____ a.m./p.m. <div style="text-align: right;">(circle one)</div>
Please read the sampling collection procedures before filling out this page. Please fill out all applicable information in blue or black ink. Include this sheet with your sample.	<input type="checkbox"/> Check here to be notified that your sample does not meet the 2-6°C temp criteria. Results out of criteria will be flagged. (Required for regulatory samples.)
Results To: _____ Address: _____ Bill Also: <input type="checkbox"/> _____ Bill to: _____ Address: _____ Contact Phone No: _____ Send by Fax or e-mail: _____ <div style="text-align: center;">(Enter fax no. or e-mail address, if wanted)</div>	Client: _____ Sample ID: _____ <div style="text-align: center;">(For use when more than one sample is collected)</div> Source of Sample: _____ <div style="text-align: center;">(Example: kitchen faucet, faucet in room 401, etc)</div> Water Type: <input type="checkbox"/> Drinking <input type="checkbox"/> Livestock <input type="checkbox"/> Irrigation Water Supplied From: <input type="checkbox"/> Own Well <input type="checkbox"/> Cistern <input type="checkbox"/> Municipality <input type="checkbox"/> Other _____
If needing a copy of the report mailed to a third party, please write the name and address on the back of this sheet. Add \$1.00 per report.	

***COLIFORM SAMPLES: PRIOR APPROVAL NEEDED FOR SAMPLES ARRIVING ON FRIDAY.** Date and time *must* be entered for coliform bacteria samples. According to regulations, coliform bacteria analysis must be started within 30 hours of collection. (In Kansas, coliform samples from private wells may be accepted up to 48 hours, but the sample must be flagged past the holding time.) If mailing, please collect sample as close to shipping time as possible to avoid exceeding the 30 hour coliform limit. **Coliform bacteria sample received after 3 pm on Thursday or any time on Friday will have a minimum extra charge of \$20.00 per sample*.**

Water Test Packages (Check desired test or tests)

Drinking Water Suitability	With Coliform <i>*Prior approval needed for samples arriving Thursday p.m. or Friday*</i> <input type="checkbox"/> Fill both containers <i>*\$20.00 minimum extra charge for Thursday p.m. or Friday samples*</i> Without Coliform <input type="checkbox"/> Fill non-sterile container only.	
Irrigation Water Suitability	Fill non-sterile container only.	<input type="checkbox"/>
Livestock Water Suitability	Fill non-sterile container only.	<input type="checkbox"/>
13 Parameter Test	Fill non-sterile container only.	<input type="checkbox"/>
Coliform Bacteria, only	<i>*Prior approval needed for samples arriving Thursday p.m. or Friday*.</i> (Presence/Absence) <input type="checkbox"/> Fill sterile container only <i>*\$20.00 minimum extra charge for Thursday p.m. or Friday samples*.</i> (Colony Count) <input type="checkbox"/>	
Nitrate-Nitrogen Only	Fill non-sterile container only.	<input type="checkbox"/>
Coliform Bacteria and Nitrate-Nitrogen	<i>*Prior approval needed for samples arriving Thursday p.m. or Friday*.</i> Fill both sterile and small non-sterile containers <i>*\$20.00 minimum extra charge for Thursday p.m. or Friday Samples*.</i>	<input type="checkbox"/>
Other Packages	Contact lab for special containers and prices.	<input type="checkbox"/>

For Lab Use Only:	Need regulatory report format. <input type="checkbox"/>	Total: _____
Comments: C S X _____	Acceptable?: Yes / No	
Container: U B N S H O _____	Temperature: I _____ °C	Date/Initial: _____
Account No: _____	Lab No: _____	Received on Account: _____
		Check No: _____

Contact the laboratory for current prices.



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WATER ANALYSIS

(Using EPA approved procedures)

Please read sample collection instructions before collecting sample.

Complete the information sheet after sample collection. Keep this page for your reference.

—POLICY STATEMENT FOR BACTERIA TESTING—

In order for **coliform bacteria** results to comply with State Health Department guidelines:

Samples must be analyzed within 48 hours of collection (in Nebraska, within 30 hours of collection). Samples (except in Nebraska) analyzed between 30 and 48 hours after collection will be flagged to indicate possible invalid results. The shorter time elapsed between collection and analysis of the sample, the more reliable the results. Samples from (or analyzed in) Nebraska or needed for regulatory compliance must be shipped chilled. (The reliability of the results will be improved if shipped with blue ice in an insulated container.)

Only samples collected in pressure-sterilized containers with Sodium Thiosulfate preservative (either in powder or pellet form) supplied by Servi-Tech Laboratories will be analyzed for coliform bacteria. There is no charge for containers supplied by the lab.

—COLLECTING SAMPLES FOR DRINKING WATER ANALYSES—

How to take a water sample

1. **For all analyses**, wash hands with soap and water before collecting sample. Let cold tap run at full force for at least 3 to 5 minutes to clear the line.
2. **For bacteria analysis**, avoid collecting samples from outside sill-cock, frost-free hydrants, taps with aerators or charcoal filter attachments, or hot water faucets, disinfect the faucet by applying heat or dipping in a bleach solution (1 part water to 1 part bleach). **Do not** use heat on plastic or soldered screens. Let the tap run for 3 to 5 minutes to flush any residual chlorine from the line.
3. **If testing for bacterial analysis**, completely remove the seal from the container with this orange “STERILE” label and carefully open the lid. **Do not** touch the inside of the container or the lid. **Do not** lay the lid down.
 - a. Slow the flow of water to a stream free of bubbles and take the sample without turning the faucet on and off.
 - b. Slowly fill the container with water to the fill line or no higher than the shoulder of the bottle. **Do not** rinse the powder or pellet (whichever is present) out of the container. **Do not splash or allow the container to overflow.** Replace the lid.
4. Fill the non-sterile container(s) if testing for other parameters.
5. Tighten the lids securely on all bottles to prevent them from opening during shipment.
6. Place the containers in the shipping box.

7. Complete the information on the information sheet. Place the information sheet in the shipping box. Close, seal, and mail the box promptly.
8. Ship bacteria samples early in the week. The regulatory holding time for bacteria on clean water samples is 30 hours. Bacteria analysis must be started within 48 hours of collection. Bacteria samples received on Friday or after 3:00 pm on Thursday will have a \$20.00 surcharge.

COLLECTING SAMPLES FOR IRRIGATION, 13 PARAMETERS, AND LIVESTOCK WATER ANALYSIS

1. Use only the non-sterile container.
2. Collect samples after the first irrigation set or cycle has been completed, preferably during the peak of the pumping season.
3. Allow well to run for 1 to 2 hours prior to sampling.
4. Do not collect samples while injecting fertilizer or chemicals.
5. New wells should be sampled only after pipe and screen have been installed and after pumping out all water added during the drilling operation.
6. Samples from lakes, streams, or ponds should be collected from the surface by pointing the open bottle in the direction from which the water is flowing.

CLEAN WATER ANALYSIS PACKAGES

Call for current prices.

Drinking Water Suitability *(fill all containers)*

Coliform bacteria, nitrate-nitrogen, sulfate-sulfur, calcium, magnesium, sodium, iron, manganese, fluoride, total dissolved solids, total hardness, electrical conductivity, water pH, water quality ratings & interpretations. Packages available with and without coliform. To check treatment systems, submit two samples – one before treatment and one after treatment.

Irrigation Water Suitability *(fill non-sterile container only)*

Electrical conductivity, sodium, calcium, magnesium, potassium, manganese, iron, carbonate, bicarbonate, water pH, lime equivalent, total hardness, sulfate-sulfur, nitrate-nitrogen, chloride, boron, sodium-% of cations, sodium adsorption ratio, adjusted sodium adsorption ratio, nutrients in pounds per acre foot, pH_c, water quality ratings and interpretations.

Livestock Water Suitability *(fill non-sterile container only)*

Nitrate-nitrogen, chloride, calcium, magnesium, sodium, potassium, sulfate-sulfur, total dissolved solids, total hardness, water pH, electrical conductivity, livestock hazard ratings.

13 Parameter Test *(Fill non-sterile container only)*

Nitrate-nitrogen, sulfate-sulfur, calcium, magnesium, sodium, iron, manganese, fluoride, chloride, alkalinity, total dissolved solids, total hardness, electrical conductivity, water pH, water quality ratings & interpretations.

Coliform Bacteria Only *(fill pressure-sterilized container only)*

Nitrate Nitrogen Only *(fill non-sterile container only)*

Coliform Bacteria and Nitrate-Nitrogen *(fill both containers)*

Any Other Tests or Packages *(contact laboratory for information)*