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Water Analysis Request

Sample Label (Office use only)

Client Information: Account #, Company, Address, Order Number, VAT Number

Contact Information: Contact Person, Phone, Email/s, Advisor Email

Table with 17 columns and 7 rows of parameters: 1 Ag, 2 Al, 3 Alk, 4 NH4-N, 5 As, 6 B, 7 Ca, 8 Cu, 9 Cd, 10 Cl, 11 Co, 12 COD, 13 Colour, 14 Cr, 15 Cr6+, 16 CO3 & HCO3, 17 DO, 18 EC, 19 F, 20 Fe, 21 Free Cl2, 22 Free Cyanide, 23 Hardness, 24 Hg, 25 K, 26 Langelier Index, 27 Mg, 28 Mn, 29 Mo, 30 Na, 31 Ni, 32 NO3-N, 33 NO2-N, 34 Oil & Grease, 35 OA, 36 P, 37 Pb, 38 pH, 39 Total Phenols, 40 SAR, 41 S, 42 Sb, 43 Se, 44 Si, 45 Settling Solids, 46 Suspended Solids, 47 Turbidity, 48 V, 49 Zn, 50 Oxygen Absorbed, 51 Trihalomethanes, 52 BTEX, 53 Total Petroleum Hydrocarbon, 54 Volatile Organic Carbons, 55 Total Organic Carbon, 56 Total Dissolved Solids

Evidence of Cooling: Y / N

Temperature at receipt \_\_\_\_\_ °C

Samples received Intact: Y / N

Chain of custody and labels agree: Y / N

Do not freeze

Please fill out as much information as possible.

Table with 5 columns: No, Description/Location, Sampling Date, RAW/Treated, Source (borehole, river, dam, municipal etc.)

Parameters included in specific analyses can be confirmed with the lab.

Table with 28 columns for tests requested: Number of Containers, Irrigation Analysis, Heavy Metals for Irrigation, Irrigation for Fertigation, Potable Analysis, Micro Potable Analysis (Colliert), Global(G.A.P. Analysis), Micro Global(G.A.P. Analysis (Colliert + HPC), Heterotrophic Plate Count (Total Viable Count), Global(G.A.P. & RFA Analysis, Bottling Water Analysis, Waste Water for Irrigation - 2000m³ per day, Waste Water for Irrigation - 500m³ per day, Waste Water for Irrigation - 50m³ per day, Waste Water for Discharge (incl. micro), Waste Water for Discharge (Chemistry only), E.coli + Total Coliforms (Petrifilm), E.coli + Faecal Coliforms (Colliert), Faecal Coliforms for discharge (Colliert), Faecal Coliforms for Irrigation (Colliert), Fish water Analysis, Concrete Mixing Water Analysis, SANS 241 (incl. THM), SANS 241 (excl. THM), ICP Scan, ADDITIONAL TESTS, ADDITIONAL TESTS, C.V.L. subcontract (Attach approved quotation), OTHER subcontract (Attach approved quotation)

Samples submitted by: Date: Time: Samples received by: Date: Time:

Compulsory additional charges apply: URGENT: COUNTRY OF ORIGIN: FOREIGN MATERIAL:

What is the intended end use of the samples / reports? Is there a specific concern / anything notable about the samples? \* SANAS Accredited / \*\* Not SANAS accredited Add any additional notes or testing requirements: Refer to the Terms and Conditions on the next page. Filtered\*: Unfiltered\*\*: Both (Two separate reports): Unacceptable sample condition. Consent to test:

**Water sampling guidelines:****General:**

Our main objective is to assure the accuracy and precision of our results so that they will be reliable, interpretable, repeatable and defensible.

The condition of your water sample and the sample container can affect results, for this reason we advise following our sampling guidelines closely. Submitting your sample in an appropriate container can eliminate the need for retesting due to possible contamination.

We stock 500mL and sterile 120mL containers and you are most welcome to collect containers prior to sampling. If you need more than 10 bottles at a time, please contact us to ensure that we have enough bottles in stock.

**Where to take water samples:**

In terms of where to sample, it is very important to have a clear idea of what information you are trying to obtain. For example, if you are only interested in the quality of water coming out of your kitchen tap, then the sampling should take place there. However, if you have installed treatment and you want to find out how effective it is, then you may want to take 2 samples - one from the tank (pre-treatment) and one from the kitchen tap (post-treatment).

It is not usually advisable to take a sample from a river or stream as its characteristics can change so much. Ideally the water should be pumped into a reservoir and this should be where the sample is taken from. However if there is no reservoir in place, try to sample when the stream or river is in its most common state. When sampling from a stream or river, face the container upstream and allow filling gently until it is full.

**How to take water samples:**

1. Wash your hands.
2. Use the containers provided by the laboratory.
3. Other containers can be used, but rinse the bottle and lid with boiling water (repeat twice).
  - a. The minimum sample volume requirement is 500mL per sample.
  - b. The minimum sample volume requirement for SANS 241 analyses is 2L per sample.
  - c. The minimum sample volume requirement for Effluent analyses is 2L per sample.
  - d. Please do not use milk or mayonnaise bottles.
4. If the sample is taken from a tap, wipe the tap edges with a tissue, and then pass a flame over the edge 2 – 3 times and run the tap for ± 3 minutes before sampling.
5. If you are taking the sample from a borehole, pump the borehole, pump the borehole for 15 – 20 minutes to clear the stand pipe of any "stale" water.
6. Rinse the sample bottle with the sample water, repeat twice.
7. Fill the bottle with the sample water and cap.
8. Keep samples out of direct sunlight.
9. Keep samples cool but DO NOT freeze.
10. For any microbiological analyses, deliver to Labserv within 24 hours.
11. For customers who are not within easy driving distance, we suggest taking your sample(s) in the early afternoon and sending it overnight via courier to the laboratory.
12. The max. holding time for obtaining realistic results is 48 hours. For samples submitted after 48 hours the report will state that the examination does not comply with the requirements for analysis and the results should be evaluated accordingly.

**Additional notes on sample condition:****A. Microbiology:**

Preferably, microbiology samples should be submitted within 24 hours post sampling.

- If samples for microbiological analysis are submitted more than 48 hours post sample collection, the report will state that the examination does not comply with the requirements for analysis and the results should be evaluated accordingly. The laboratory will only continue with testing activities on such prolonged submission period samples, once the customer gives their written consent to such activities.
- Frozen samples will be noted as such under the sample condition. The report will state that the sample temperature was below 0°C. The laboratory will only continue with testing activities on frozen samples, once the customer gives their consent.
- The minimum volume of water required for microbiological analysis is 120ml.

**B. Chemistry:**

Preferably, chemistry samples should be submitted within 72 hours post sampling.

- If the temperature of the sample exceeds 35°C, the report will state that the examination does not comply with the requirements for analyses and the results should be evaluated accordingly.
- If samples are submitted more than seven days after the collection thereof, the report will state that the examination does not comply with the requirements for analyses and the results should be evaluated accordingly.
- Frozen samples will be noted as such under the sample condition. The report will state that the sample temperature was below 0°C. The laboratory will only continue with testing activities on frozen samples, once the customer gives their consent.
- The minimum sample volume for chemical samples should be confirmed with the laboratory prior to submission.
- For Dissolved Oxygen & Free Chlorine: Fill the bottle (underwater if possible), and make sure that there is no head-space in the container, and cap. For the analyses to be accurate, the sample needs to reach the laboratory as soon as possible, preferably within 6 hours.

**PLEASE NOTE**

Any harmful or hazardous substances present in samples should be reported to Labserv on submission of samples and should be indicated on this form.

Failure to declare such substances in samples could lead to legal action in the event of injury or harm to Labserv personnel or the environment.

To comply with legal requirements of our import permit, all samples originating outside of South Africa need to be declared when submitted.

**Disclaimer:**

1. Labserv reserves the right to refuse unsuitable samples or testing where it does not have the capability & resources to meet the customer requirements.
2. Labserv does not accept responsibility for the damage of samples en route to the laboratory.
3. Labserv reserves the right not to test samples if this Sample Registration Form is not signed.
4. Labserv reserves the right to refuse to test samples / release results if the customer's account is overdue.
5. The sender will be held responsible for the account if not otherwise instructed.
6. Labserv is not responsible for analytical inaccuracies due to inappropriate sample container/ storage before receipt/ sampling/ pre-treatment.
7. Please ensure that samples are correctly labelled.
8. Labserv reserves the right to subcontract or refer samples to other competent laboratories for testing if not able to do the testing at own laboratory.
9. Uncertainty values are available on request.
10. The laboratory commits itself to keep information obtained or created during laboratory activities for the customer confidential. If any information will be made publicly available either by an agreement between the laboratory and customer or by requirements in the law, the laboratory shall inform the customer in advance, unless it is prohibited by law.
11. Customer information may be used during SANAS or other external assessments, provided that all parties involved have signed a confidentiality agreement agreeing not to divulge any customer information.
12. By signing this form you are agreeing to the specifications as mentioned in points 1 to 11, and all the information recorded prior to signing.
13. E&OE