Request for Laboratory Services and CHAIN OF CUSTODY (Watertrax)

SGS Environmental Services - Lakefield: 185 Concession St., Lakefield, ON K0L 2H0 Phone: 705-652-2000 Toll Free: 877-747-7658 Fax: 705-652-6365 Web: www.ca.sgs.com {4}

SGS Environmental Services - London: 657 Consortium Court, London, ON, N6E 2S8 Phone: 519-672-4500 Toll Free: 877-848-8060 Fax: 519-672-0361 Web: www.ca.sgs.com {4}

Laboratory Information Section

Received Date (mm/dd/yyyy): __ __ / __ __ / __ __ __ __	LAB LIMS #:
Received Time (After Hours Only): __ __ : __ __	Temperature Upon Receipt (°C):

Billing & Reporting Information

Invoice/ Receipt to:	Company:			Quote #:	
	Attention:			Attached Parameter List: ☐ YES ☐ NO	
	Address:			**Turnaround Time**	
	Email:				
Report to: (3)	Attention:		PO #:	Is *Rush Turnaround Time Required? ☐ YES ☐ NO	
	Email:			Specify:	
	Phone:		Fax:	* Rush TA Requests Require Lab Approval	

Drinking Water System Information (Exceedance Reporting Information)		**Watertrax ID:**	**Client Lab #:**
System Name:		**Waterworks/DWS #:**	
Physical Address:		**Contact Phone Number:**	
Contact Name:		**Contact Fax Number:**	
MOH Unit (Ministry of Health):		**Day Care Licence # or SFIS #:**	

Please check the regulation that applies to your water samples: O.Reg. 170/03 ☐ | O.Reg 318/08 O.Reg 319/08 ☐ | O.Reg 243/07 ☐ | Certificate of Approval Requirement ☐ | Samples NOT Regulated ☐

As per the Ontario Safe Drinking Water Act and Health Protection and Promotion Act, the water facility information and the sample information sections **must be filled out prior to processing samples**. Sample Source Codes * indicate whether samples are Reportable or Not Reportable. The laboratory will report all exceedances to the SDWA/HPPA as per sample the applicable regulation and source codes.

Sample Information

Watertrax Sampling Point Locator	Sample Source Code*	Sample Location Name	Check if Re-Sample From an Adverse Report	Date Sampled (mm/dd/yy)	Time Sampled	# of Bottles	Field Total Residual Chlorine	Field Free Residual Chlorine	Analysis Requested (please enter the analysis required below and check off which analysis applies to each sample)				

Sampled By {1}:	(Name)	(Signature)	**Date:**	___ ___ /___ ___ / ___ ___	**(mm/dd/yy)**
Relinquished by {2}:	(Name)	(Signature)	**Date:**	___ ___ /___ ___ / ___ ___	**(mm/dd/yy)**

* Sample Source Codes

DW-Distribution Water: Water in the DWS that is in the distribution system. These samples are reportable under applicable Ontario drinking water regulations
TW-Treated Water: Water in the DWS at the point of entry to the distribution system. These samples are reportable under applicable Ontario drinking water regulations
RW-Raw Water: Water source for a DWS that has a treatment system. These samples are not for consumption and not reportable under applicable Ontario drinking water regulations

RWFC-Raw Water For Consumption: Water source for a DWS that **does not** have a treatment system. These samples **are for consumption** and are reportable under applicable Ontario drinking water regulations

TAP-Tap Water: Water taken for the purposes of lead testing under O.Reg. 243/07
NR-Not Reportable: Water samples that are not reportable under applicable Ontario drinking water regulations

Note: {1} Submission of samples to SGS is acknowledgement that you have been provided direction on sample collection/handling and transportation of samples. {2} Submission of samples to SGS is considered authorization for completion of work. Signatures may appear on this form or be retained on file in the contract, or in an alternative format (e.g. shipping documents). {3} Results may be sent by email to an unlimited number of addresses for no additional cost. Fax is available upon request. {4} Completion of work may require the subcontracting of samples between the London and Lakefield laboratories.

This document is issued by the Company under its General Conditions of Service accessible at http://www.sgs.com/terms_and_conditions.htm. (Printed copies are available upon request.) Attention is drawn to the limitation of liability, indemnification and jurisdiction issues defined therein.

Revision #: 2.5
Date of Issue: 16 Mar. 2011