**PROTOZOAN LAB SAMPLE SUBMISSION FORM**

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| **Containers Sent:** |  |  | **Legal Seal #** | Intact | Initials | **LAB USE ONLY** |
| # Filters: |  |  |  | [ ]  Yes | [ ]  No |  | Lab Number: |       |
| # 10L Carboy: |  |  |  | [ ]  Yes | [ ]  No |  | Received Date: |       |
| # Media: |  |  |  | [ ]  Yes | [ ]  No |  | Received Time: |       |
| Verified by (Lab Initials): |  |  |  |

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Matrix | Received By: |       |
|  | Received Temp: |      °C |
| Collector ID: | Sequence No.: | Date Collected: (MM-DD-YY) | Time Collected: (Military) |  |  |
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| Reason Code: | Cost Center: | Program Code: | SAC or Suite: |  |  |
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| **Public Water Supply Facility Name:**        |
| **PWSID#**:        |
| Type of Filtration System:        |
| Pretreatment Information:        |
| Comments:        |
| **SAMPLE TYPE:** |
| **[ ]  Raw Water Sample : EPA Method 1623 for Giardia and Cryptosporidium (SAC B109) LT2 (SAC B023)** |
|  | Source/Sample Site:        |
|  | Raw Turbidity:       (ntu) pH:       Temp:       °C |
|  | Comments:             |
| **[ ]  Finished Water Sample:** | **Microscopic Particulate Analysis /** **Filtration Plant Performance Evaluation- EPA 910-R-96-001 (SAC B102)** |
|  | Source/Sample Site:       Gallons Collected (500-2000):        |
|  | Start Date:    /    /      Start Time:       Stop Date:    /    /      Stop Time:        |
|  | Avg. Turbidity:       (ntu) pH:       Temp:       °C |
|  | Free Cl2:       (mg/L) Fixed:  [ ]  Yes or [ ]  No Filter Backwash Bracketed:  [ ]  Yes or [ ]  No |
| **[ ]  Media Sample: Sieve Analysis and Acid Wash% Loss Analysis- >200Grams required (SAC B107)** |
|  | Filter #:        | Media Type:        |
| **Collector Name** (Print):        |
| Relinquished by (Signature):  |
| Date:    /    /      Phone: (     )       E-mail:        |
| How Shipped: [ ]  Contracted Courier [ ]  Hand Delivered to Lab |

**PA Department of Environmental Protection – Bureau of Laboratories**

**2575 Interstate Drive, Harrisburg PA 17110-9332**

**Instructions:**

1. Use separate Sample Submission Sheets for each type of analysis and sample ID #.
2. Indicate, in the boxes on the top of this form, the *total number* of containers and the *number* of each type of sample container (filter, media, carboy) you are sending to the lab.
3. Complete all the boxes for collector ID, sequence number, date and time the sample was collected, reason code, cost center code, program code, and SAC or suite.
4. If you are using legal seals write the complete legal seal identifier, including the letter at the beginning of the number, on the Sample Submission Sheet. Write each legal seal identifier (do not indicate a range).
5. Provide the Public Water Supply Name and PWSID #.
6. Print the name of the sample collector, provide the signature (and date of signature) of the person that relinquishes the sample to a secure location for the courier or the laboratory.
7. At the bottom of the sample submission form provide your name and phone number and check the appropriate box to indicate how the sample was transported to the laboratory.
8. Place the Sample Submission Sheets in a sealed-plastic bag before placing it in an ice-filled cooler. Secure the Sample Submission Sheets to the top of the lid inside of the cooler.

Most Commonly Used Codes

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| Reason Code |  | Program Area | Cost Code | Program Code | SAC Code | Matrix Code |
| 01 - Routine Sampling | FPPE | 066 | 0002 | B109(1623), B102(MPA), B107(Media) | 001 |
| 03 - Self Monitoring | State Parks | 040 | 0022 | B023 (LT2) | 001 |
| 04 - Complaint | STP Study | 267 | 0002 | B109 | 001 |