TAIGA ENVIRONMENTAL LABORATORY
LABORATOIRE ENVIRONNEMENTAL TAIGA
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FIELD SHEET

Batch No. : *Lab use only*

Send Results & Invoice to:

(Please notify if results or invoice are to be sent to different locations)

Company/Agency: _____

Address: _____

_____

City/Town: _____ Province/Territory: _____

Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____

Signature : _____

Client Project No: _____

Date collected: _____

Time collected: _____

Sampler: _____

Location: _____

Rush Required: ❑Yes ❑No

Note: *Analysis may be subcontracted without prior notice.*
See reverse for how to complete form and sampling protocols.

Date Received: _____ Received By: _____
Comments:_____
(Laboratory use only)

-WATER SAMPLES –

Sample Type (freshwater, sewage, wastewater, potable , groundwater, salt water, *etc*)			
Client Sample ID (As it should appear on final report)			
Taiga Sample ID (Laboratory use only)			

Bottle Type and Parameter

[√] PLEASE CHECK PARAMETERS REQUESTED BELOW:

Routine	pH, Conductivity, Alkalinity	pH Cond Alk	pH Cond Alk	pH Cond Alk
	Individual Anions Suite ☐	Cl SO_4 F NO_2-N NO_3-N	Cl SO_4 F NO_2-N NO_3-N	Cl SO_4 F NO_2-N NO_3-N
	Total Nitrite (NO_2) + Nitrate (NO_3)	$NO_2 + NO_3$-N	$NO_2 + NO_3$-N	$NO_2 + NO_3$-N
	Individual Cations Suite ☐	Ca Mg Na K	Ca Mg Na K	Ca Mg Na K
	Hardness (Calculated)	Hardness	Hardness	Hardness
	Reactive Silica	SiO_2	SiO_2	SiO_2
	Laboratory use only	Rec'd: Y N	Rec'd: Y N	Rec'd: Y N
Nutrients	Chlorine: Total, Residual	T. Cl R. Cl	T. Cl R. Cl	T. Cl R. Cl
	Chemical Oxygen Demand	COD	COD	COD
	Color	Apparent True	Apparent True	Apparent True
	Turbidity	Turbidity	Turbidity	Turbidity
	Total Suspended Solids, Dissolved Solids	TSS TDS	TSS TDS	TSS TDS
	Ammonia	NH_3	NH_3	NH_3-N
	Phosphorus: Total, Dissolved, Ortho	TP DP OP	TP DP OP	TP DP OP
	Carbon: Total, Dissolved	TOC DOC	TOC DOC	TOC DOC
	Nitrogen: Total, Dissolved	TN DN	TN DN	TN DN
	Visible Oil and Grease	Visible	Visible	Visible
	Laboratory use only	Received : Y N	Received : Y N	Received : Y N
Sterile	Fecal Coliforms (FC)	FC	FC	FC
	Total Coliforms (TC), E. Coli (EC)	TC EC	TC EC	TC EC
	Fecal Streptococcus (FS)	FS	FS	FS
	Laboratory use only	Received: Y N T: _____°C Sterile container: Y N	Received: Y N T: _____°C Sterile container: Y N	Received: Y N T: _____°C Sterile container: Y N
	Biological Oxygen Demand	BOD	BOD	BOD
	Carbonaceous BOD	CBOD	CBOD	CBOD
	Laboratory use only	Received: Y N T: _____ °C	Received: Y N T: _____°C	Received: Y N T: _____°C
Metals	Please indicate if sample is preserved and/or filtered	Pres ☐ Filt ☐ Pres ☐	Pres ☐ Filt ☐ Pres ☐	Pres ☐ Filt ☐ Pres ☐
	ICP-MS(1): Cd, Cr, Cu, Co, Mn, Ni, Pb, Zn, Fe	Total Dissolved	Total Dissolved	Total Dissolved
	ICP-MS(2): 25 element scan includes As (not included: B, Bi, Hg, Sn)	Total Dissolved	Total Dissolved	Total Dissolved
	Individual Metals by ICP-MS (please circle each metal): Ag, Al, As, B, Ba, Be, Bi, Cd, Co, Cr, Cs, Cu, Fe, Hg, Li, Mn, Mo, Ni, Pb, Rb, Sb, Se, Sn, Sr, Ti, Tl, U, V, Zn	Total Dissolved	Total Dissolved	Total Dissolved
	Laboratory use only	TM rec'd: Y N DM rec'd: Y N	TM rec'd: Y N DM rec'd: Y N	TM rec'd: Y N DM rec'd: Y N
	Hexane Extractable Material (O&G)	HEM	HEM	HEM
	Laboratory use only	Rec'd: Y N Pres: Y N	Rec'd: Y N Pres: Y N	Rec'd: Y N Pres: Y N
	BTEX, Purgeable HC (40mL x 2 vials)	BTEX Purg HC	BTEX Purg HC	BTEX Purg HC
	Extractable HC (1L amber glass bottle)	Ext HC	Ext HC	Ext HC
	Trihalomethanes (40 mL x 2 vials)	THM	THM	THM
	Laboratory use only	Vial rec'd: Y N Ext rec'd: Y N	Vial rec'd: Y N Ext rec'd: Y N	Vial rec'd: Y N Ext rec'd: Y N
	Other: *see special request form*			

For safety purposes, please disclose any contaminants (e.g. heavy metals, cyanide, etc.) that may be present at high levels and pose a risk to human healt

HOW TO FILL OUT THIS FORM

Company/Agency	The full, legal company name.
Address	Full street address including suite or unit number, if applicable. Final reports will be sent to this address.
City/Town	City or Town
Province/Territory	Province or Territory
Postal Code	Postal Code
Phone	Full telephone number, including area code and extension, if applicable
Fax	Facsimile number
E-mail	E-mail address, if available
Signature	Signature of the individual filling out the form
Client Project No	This information will appear on the final analytical report
Date Collected	Enter the date(s) that the samples were collected
Time Collected	Enter the time(s) the sample(s) were collected in military time or note if it is a.m or p.m
Sampler	The name of the individual who collected the sample
Location	The general location of where the samples were collected
Rush Required	Indicate if regular or Rush turnaround time is required. Check yes only if Rush is required, no if not.
Sample Type	Identify the sample matrix (freshwater, drinking water, soil, etc)
Client Sample ID	Identify each submitted sample. This identification will appear on the analytical report.
Test Column	Check off the tests you require for each sample submitted.

IMPORTANT INFORMATION

Turnaround time
Standard turnaround time is 10 business days. Please note that turnaround time delays may occur if the *Field Sheet* is incomplete or incorrectly filled out.

RUSH analysis
Rush turnaround time is 5 business days. All samples received at the lab are analyzed on a 'first come, first serve' basis unless otherwise specified as Rush. Rush samples will be place in the front of the line and analyzed prior to routine samples. A premium charge of 100% shall be charged for the analysis. Rush services depend on staff availability, analysis required, and capabilities of the lab. Please contact the lab prior to requesting this service.

Sample Receipt, Custody, and Storage
All submitted samples remain the sole property of the client and may be returned to the client for appropriate storage or disposal at the discretion of Taiga Environmental Laboratory.

All submitted samples will be stored for 30 days from the date the final report is printed. Arrangements can be made to hold the samples for an extended time at a nominal fee.

Sampling Supplies
Sample bottles, preservatives, labels, and forms are available at no cost when requesting services. To place a bottle order, please submit a *Bottle &/or Preservative Order Form* a minimum of 48 hours in advance. Please note the shipment of Dangerous Goods may be delayed due to availability of qualified airline agents to process the paperwork.

Shipping Charges
All shipping costs are the responsibility of the client.

Confidentiality
All data and reports are considered confidential and the property of the client. No information shall be released to others without documented approval from the client.

Limit of Liability
Although every care and precaution is taken in the performance of our services, our liability for loss or damage in all circumstances is limited to re-analysis of the sample(s) at our expense or the cancellation of charges.

Taiga Environmental Laboratory reserves the right to refuse to proceed with an analysis if the lab does not have the capability and /or resources to meet analysis requirements, including facilities and equipment, scientific expertise, analytical capabilities, staff scheduling, Quality Assurance/Quality Control specifications, and report.

Parameter Group		Marking	Preservative	Instructions
●	Routine	GREEN	Keep Cool at 4ºC	1. Rinse bottle three (3) times with sample. 2. Fill to top and cap bottle
●	Nutrients	BLACK	Keep Cool at 4ºC	
●	Biochemical Oxygen Demand (BOD)/Carbonaceous BOD (CBOD)	PURPLE	Keep Cool at 4ºC	1. Rinse bottle three (3) times with sample. 2. Fill to top and cap bottle. 3. Sample must be sent to the lab within 24 hours of collection.
	Microbiological	STERILE	Sodium Thiosulphate Keep Cool at 4ºC	**1. DO NOT RINSE BOTTLE.** 2. Fill to top and cap. 3. Sample must be sent to the lab within 24 hours of collection.
●	Total Metals	RED	5mL of 1:3 nitric acid in Red-dot vial	1. Rinse bottle three (3) times with sample. 2. Fill to near the top. 3. Add contents of preservative vial. 4. Cap bottle and mix.
●	Dissolved Metals	RED	5mL of 1:3 nitric acid in Red-dot vial	**1. Filter sample with 0.45um Cellulose Acetate filter.** 2. Rinse bottle three (3) times with filtrate. 3. Fill to near the top. 4. Add contents of preservative vial. 5. Cap bottle and mix.
●	Hexane Extractable Material (HEM)	YELLOW	4mL of 1:3 sulphuric acid in Yellow Dot vial	**1. DO NOT RINSE BOTTLE.** 2. Fill to shoulder of bottle. 3. Add contents of preservative vial. 4. Cap bottle and mix.
	BTEX, THM & Purgeable Hydrocarbons	40 mL CLEAR GLASS W/WHITE LID	Keep Cool at 4ºC	**1. DO NOT RINSE BOTTLE.** 2. Fill vials completely leaving **NO** air bubbles.
	Extractable Hydrocarbons	1L AMBER GLASS WITH WHITE LID	Keep Cool at 4ºC	**1. DO NOT RINSE BOTTLE** 2. Fill to top and cap
●	Cyanide, Total and WAD	BLUE	1mL of 6N sodium hydroxide solution	1. Rinse bottle three (3) times with sample. 2. Fill to near the top of container. 3. Add contents of preservative vial. 4. Cap bottle and mix.
●	Thiocyanate	ORANGE	2mL 25% sulphuric acid; or keep cool At 4ºC	
●	Phenol	YELLOW with P	2mL of 20% sulphuric acid	