Appendix G

Water Sampling Instructions, Forms and Documentation

CALA Directory of Laboratories

Canadian Association for Laboratory Accreditation Inc.

Membership Number: 2635
Laboratory Name: Taiga Environmental Laboratory
Parent Institution: Aboriginal Affairs and Northern Development Canada (AANDC)
Address: P.O. Box 1500 4601 - 52nd Avenue Yellowknife NT X1A 2R3
Contact: Ms. Angelique Ruzindana Umunyana
Phone: (867) 669-2781
Fax: (867) 669-2718
Email: angelique.ruzindanaumunyana@aandc-aadnc.gc.ca

Standard: Conforms with requirements of ISO/IEC 17025
Clients Served: All Interested Parties
Revised On: August 31, 2012
Valid To: February 5, 2014

Scope of Accreditation

Solids (Inorganic)
Metals - Soil, Sediment (079)
TEL 061; modified from EPA SW-846 METHOD 3050 A
ICP/MS
Aluminum
Antimony
Arsenic
Barium
Beryllium
Boron
Cadmium
Calcium
Chromium
Cobalt
Copper
Iron
Lead
Lithium
Magnesium
Manganese
Mercury
Molybdenum
Nickel
Potassium
Selenium
Silver
Sodium

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Strontium
Tin
Titanium
Uranium
Vanadium
Zinc

Solids (Inorganic)
Moisture - Soil (030)
TEL007; CWS-PHC CCME Tier 1
GRAVIMETRIC
Moisture

Solids (Organic)
BTEX - Soil (072)
TEL 038; modified from USEPA 5030 B, 602, 502.2
GC/MS - PURGE AND TRAP
Benzene
Ethylbenzene
m/p-xylene
o-xylene
Toluene

Solids (Organic)
Petroleum Hydrocarbons (PHC) - Soil (073)
TEL 057; modified from USEPA SW 846 METHODS 3500 B, 3541, 3630 C, 8100, 8310
GC/FID - PURGE AND TRAP
F2: C10-C16
F3: C16-C34
F4: C34-C50

Solids (Organic)
Petroleum Hydrocarbons (PHC) - Soil (075)
TEL 046; modified from US EPA SW-846 METHODS 5030, 8000, 8015, 8260 B
SOXTHERM EXTRACTION - GRAVIMETRIC
F4: Gravimetric

Solids (Organic)
Polycyclic Aromatic Hydrocarbons (PAH) - Soil (071)
TEL 047; modified from USEPA SW 846 METHODS 3500 B, 3541, 3630 C, 8100, 8310
GC/MS - EXTRACTION
Acenaphthene
Acenaphthylene
Anthracene (Parameter suspended on 8/1/2012)
Benzo (a) anthracene
Benzo (a) pyrene
Benzo (b) fluoranthene
Benzo (g,h,i) perylene
Benzo (k) fluoranthene (Parameter suspended on 8/1/2012)
Chrysene
Dibenzo (a,h) anthracene
Fluoranthene
Fluorene
Indeno (1,2,3 - cd) pyrene
Naphthalene
Phenanthrene
Pyrene

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Solids (Organic)
Purgeable Hydrocarbons- Soil (074)
TEL 056; CWS-PHC CCME TIER 1
GC/FID - PURGE AND TRAP
F1: C6-C10

Water (Inorganic)
Alkalinity - Water (066)
TEL 060:PC TITRATE; modified from SM 2320 A, B
AUTO TITRIMETRIC
Alkalinity (pH 4.5)

Water (Inorganic)
Ammonia - Water (022)
TEL013; modified from SM 4500-NH3 G
AUTO COLOR
Ammonia

Water (Inorganic)
Ammonia as Nitrogen - Water (089)
TEL 068; modified from SM 4500-NH3 G
COLORIMETRIC - DISCRETE
Ammonia

Water (Inorganic)
Anions - Water (059)
TEL 055; modified from SM 4110 B
ION CHROMATOGRAPHY
Chloride
Fluoride
Nitrate
Nitrite
Sulfate

Water (Inorganic)
Biochemical Oxygen Demand (BOD) - Water (004)
TEL 019/TEL 071; modified from SM 5210 A, B
D.O. METER/PC-BOD
BOD (5 day)
CBOD (5 day)

Water (Inorganic)
Carbon - Water (029)
TEL033; modified from SM 5310 B
INFRARED
Organic Carbon

Water (Inorganic)
Cations - Water (042)
TEL055; modified from SM 4110 B
ION CHROMATOGRAPHY
Calcium
Magnesium
Potassium
Sodium

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Water (Inorganic)
Chemical Oxygen Demand (COD) - Water (061)
TEL 016; modified from SM 5220 D
REFLUX - COLORIMETRIC
COD

Water (Inorganic)
Chlorine - Water (078)
TEL049; modified from SM 4500-Cl G
HACH
Free Chlorine
Total Chlorine

Water (Inorganic)
Colour - Water (063)
TEL 051; modified from SM 2120 C
HACH - SPECTROPHOTOMETRIC
Apparent Color
True Colour

Water (Inorganic)
Conductivity - Water (068)
TEL 059:PC TITRATE; modified from SM 2510 B
AUTO CONDUCTIVITY METER
Conductivity (25˚C)

Water (Inorganic)
Dissolved Metals - Water (013)
TEL035; modified from US EPA 200.8
ICP/MS
Aluminum
Antimony
Arsenic
Barium
Beryllium
Boron
Cadmium
Cesium
Chromium
Cobalt
Copper
Iron
Lead
Lithium
Manganese
Molybdenum
Nickel
Rubidium
Selenium
Silver
Strontium
Thallium
Tin
Titanium
Uranium
Vanadium
Zinc

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Water (Inorganic)
Hexane Extractable Material (Oil and Grease) - Water (060)
TEL 024: HEM AND SGT-HEM; modified from US EPA 1664 A, REVISION A
SOLID PHASE EXTRACTION
Mineral Oil and Grease
Total Oil and Grease

Water (Inorganic)
Mercury - Water (080)
TEL 062; modified from EPA 245.7
ATOMIC FLUORESCENCE MERCURY ANALYSIS SYSTEM
Mercury

Water (Inorganic)
pH - Water (067)
TEL 058:PC TITRATE; modified from SM 4500-H+ A, B
AUTO - pH METER
pH

Water (Inorganic)
Phosphate - Water (040)
TEL015; modified from SM 4500-P D
AUTO COLOR
Phosphate

Water (Inorganic)
Phosphate - Water (087)
TEL 069; modified from SM 4500-P F
DISCRETE ANALYZER
Phosphate

Water (Inorganic)
Phosphorus - Water (009)
TEL015; modified from SM 4500-P B, D
AUTO COLOR - DIGESTION
Dissolved Phosphorus
Total Phosphorus

Water (Inorganic)
Reactive Silica - Water (007)
TEL012; modified from SM 4500-SiO2 F
AUTO COLOR
Reactive Silica

Water (Inorganic)
Reactive Silica - Water (090)
TEL 070; modified from SM 4500-Si F
COLORIMETRIC - DISCRETE ANALYZER
Reactive Silica

Water (Inorganic)
Solids - Water (011)
TEL008, TEL009; modified from SM 2540 C, D
GRAVIMETRIC
Total Dissolved Solids
Total Suspended Solids

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Water (Inorganic)
Total and Dissolved Nitrogen - Water (086)
TEL 066; modified from ISO/TR 11905:1997(E) and ASTM D 5176-91
PYROLYSIS AND CHEMILUMINESCENCE DETECTION
Dissolved Nitrogen
Total Nitrogen

Water (Inorganic)
Total and Dissolved Phosphorus - Water (088)
TEL 069; modified from SM 4500-P F
COLORIMETRIC - DISCRETE
Dissolved Phosphorus
Total Phosphorus

Water (Inorganic)
Total Metals - Water (054)
TEL035; modified from US EPA 200.8
ICP/MS
Aluminum
Arsenic
Barium
Beryllium
Boron
Cadmium
Cesium
Chromium
Cobalt
Copper
Iron
Lead
Lithium
Manganese
Mercury
Molybdenum
Nickel
Rubidium
Selenium
Silver
Strontium
Thallium
Tin
Titanium
Uranium
Vanadium
Zinc

Water (Inorganic)
Turbidity - Water (028)
TEL006; modified from SM 2130 B
NEPHELOMETRY
Turbidity

Water (Microbiology)
Coliforms - Water (045)
TEL053; modified from IDEXX QUANTI-TRAY
MOST PROBABLE NUMBER (QUANTI-TRAY)
Escherichia coli (E. coli)

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Total Coliforms

Water (Microbiology)
Fecal (Thermotolerant) Coliforms - Water (041)
TEL017; modified from SM 9222 D
MEMBRANE FILTRATION (mFC)
Fecal (Thermotolerant) Coliforms

Water (Microbiology)
Fecal Streptococci - Water (055)
TEL053; modified from IDEXX QUANTI-TRAY
MOST PROBABLE NUMBER (QUANTI-TRAY)
Fecal Streptococcus

Water (Organic)
BTEX - Water (070)
TEL 037 (BTEX); modified from USEPA METHOD 5030 B, 602, 502.2
GC/MS - PURGE AND TRAP
Benzene
Ethylbenzene
m/p-xylene
o-xylene
Toluene

Water (Organic)
Extractable Hydrocarbons - Water (085)
TEL 067; modified from SM 6010 and USEPA 3510C, 3630C
GC/FID - SOLID PHASE EXTRACTION
C10-C50

Water (Organic)
Purgeable Hydrocarbons - Water (084)
TEL 044; modified from USEPA SW-846 5030, 8000, 8015, 8260B
GC/FID - PURGE AND TRAP
C6-C10

Water (Organic)
Trihalomethanes (THM) - Water (077)
TEL039 (THM); modified from USEPA 5030 B, 602, 502.2
GC/MS - PURGE AND TRAP
Bromodichloromethane
Bromoform (Parameter suspended on 8/1/2012)
Chlorodibromomethane
Chloroform

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Taiga Environmental Laboratory Detection Limits

Parameter	Analytical Test Category	Detection Limits
Alkalinity (Total)	Routine	0.4 mg/L
Aluminum	Metals	0.6 µg/L
Ammonia Nitrogen	Nutrients	0.005 mg/L
Arsenic	Metals	0.2 µg/L
Barium	Metals	0.1 µg/L
Biochemical Oxygen Demand	Nutrients	2 mg/L
Calcium	Routine	0.1 mg/L
Cadmium	Metals	0.05 µg/L
Chlorides	Routine	0.7 mg/L
Chromium	Metals	0.1 µg/L
Cobalt	Metals	0.1 µg/L
Conductivity	Routine	0.4 µS/cm
Copper	Metals	0.2 µg/L
Fecal Coliforms	Sterile	1 CFU/100 mL
Fluoride	Routine	0.1 mg/L
Hardness	Routine	0.7 mg/L
Lead	Metals	0.1 µg/L
Iron	Metals	5 µg/L
Magnesium	Routine	0.1 mg/L
Manganese	Metals	0.1 µg/L
Mercury	Metals	0.01 µg/L
Nickel	Metals	0.1 µg/L

Parameter	Analytical Test Category	Detection Limits
Nitrate-Nitrite	Routine	0.01 mg/L
Oil & Grease	Hexane Extractable Material	2.0 mg/L
pH Range	Routine	0 – 14 pH units
Phosphorus	Nutrients	0.002 mg/L
Potassium	Routine	0.1 mg/L
Silver	Metals	0.1 µg/L
Sodium	Routine	0.1 mg/L
Sulphates	Routine	1 mg/L
Suspended Solids	Nutrients	3 mg/L
Tin	Metals	0.1 µg/L
Total Organic Carbon (TOC)	Nutrients	0.5 mg/L
Zinc	Metals	0.4 µg/L

Taiga Environmental Laboratory

4601 52nd Avenue – Yellowknife, NT X1A 2R3

Phone: (867) 669-2788 Fax: (867) 669-2718 Email: taiga@inac-ainc.gc.ca

Water Sampling Instructions — Collecting the Sample

Step One: Prior to sampling, ensure you have obtained all the sampling equipment you require, such as the proper bottles, filtration devices, *etc.* Refer to Taiga's Field Sheet and Bottle &/or Preservation Order Form. If there are any questions or concerns, do not hesitate to contact the laboratory. Please have your water license (if applicable) available before contacting the laboratory to ensure proper bottles are ordered. **Note: you may need more than one bottle per sampling site.**

Step Two: Check your local departure flight schedule to Yellowknife for the day you plan to take your samples. Samples should be shipped to the Laboratory **as soon as possible** after collection. Time your sampling so that the samples can be shipped out by plane as soon as possible.

Step Three: Follow the sampling instructions on the back of this sheet for each bottle type. Package bottles in a cooler and send to the laboratory. If you require microbiological tests, such as Total Coliforms, E. coli., Fecal Coliforms, BOD, *etc*., please contact the laboratory with the collection date and time, the Airline name, the waybill number and the expected time of arrival.

Safety Issues: Wear appropriate gloves when collecting any sample to avoid contamination and possible exposure to unhealthy substances. The sample preservatives provided by the Laboratory are corrosive and will cause a burning sensation on the skin. If you should spill any on your skin or clothes, rinse the area **immediately** with lots of cool water. Call a doctor should the burning sensation continue.

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Water Sampling Instructions — Collecting the Sample

Parameter Group		Marking	Preservative	Instructions
●	Routine	GREEN	Keep cool at 4°C	1. Rinse bottle three (3) times with sample 2. Fill to top and cap bottle.
●	Nutrients	BLACK	Keep cool at 4°C	
●	Biochemical Oxygen Demand (BOD)/Carbonaceous BOD (CBOD)	PURPLE	Keep cool at 4°C	1. Rinse bottle three (3) times with sample 2. Fill to top and cap bottle. 3. Sample must be sent to laboratory within 24 hours
	Microbiological	STERILE	Sodium thiosulphate and Keep cool at 4°C	**1. DO NOT RINSE BOTTLE** 2. Fill to top and cap bottle. 3. Sample must be sent to laboratory within 24 hours
●	Total Metals	RED	5mL of 1:3 nitric acid in RED-dot vials	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 vials	**1. Filter Sample with 0.45 µm 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) (also known as Oil and Grease)	YELLOW	4mL 1:1 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 4°C	**1. DO NOT RINSE BOTTLE** 2. Fill bottle completely leaving **NO** air bubbles
	Extractable Hydrocarbons	1 L AMBER GLASS W/ WHITE LID	Keep cool at 4°C	**1. DO NOT RINSE BOTTLE** 2. Fill to top and cap bottle.
●	Cyanide	BLUE	1mL of 6N sodium hydroxide	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.
●	Thiocyanate	ORANGE	2ml of 25% sulphuric acid or keep cool at 4°C	
P	Phenol	YELLOW with P	2mL of 20% sulphuric acid	
S	Sulphide	ORANGE with S	2mL of 25% zinc acetate	
R	Radionuclide	No Markings	10mL of 17.5% nitric acid per 1L sample	
	Chlorophyll A	1L PLASTIC BOTTLE	Keep cool at 4°C and keep in dark	1. Rinse bottle three (3) times with sample 2. Fill to top and cap bottle. 3. Sample must be sent to laboratory within 24 hours

TAIGA ENVIRONMENTAL LABORATORY

Bottle &/or Preservative Order Form

Date Ordered: 201_	Date Required: 201_	
Name:	Company:	**Project name or Location**
Address:		
Phone:	Fax:	

Pick up:	Ship by Air:	Pack as TDG :	Cooler required:
❒ Yes ❒ No	❒ Yes ❒ No	❒ Yes ❒ No	❒ Yes ❒ No

Date Filled: 201_	Filled By:

NOTE: Bottles and preservatives are provided free of charge for analysis carried out at Taiga. Bottles, preservatives and laboratory supplies for other use, may be subject to additional charges. Unused bottles and preservative cannot be returned to the laboratory for reuse.

Parameter Type	**No. of Field Blanks**	**No. of Travel Blanks**	**No. of Bottles for Samples**	**QC Batch # of Bottles Sent**	**Number of Preservatives**	**QC Batch # of Pres. Sent**
Routine (Green)					Not Required	
Nutrients (Black)					Not Required	
Bacti (Sterile sealed)	Not Required	Not Required			Not Required	
BOD (Purple)	Not Required	Not Required			Not Required	
Total Metals (Red)						
Dissolved Metals (Red) *see note 1*						
Arsenic Speciation Bottle	Not Required	Not Required			Not Required	
Cyanide (Blue)						
Thiocyanate (Orange)						
Hexane Extractable Material (Oil & Grease) (Brown glass, wide or narrow-mouth)						
P Phenol (Brown glass, narrow-mouth)						
S Sulphide						
R Radionuclide						
Chlorophyll A	Not Required	Not Required			Not Required	
Extractable Hydrocarbons (Brown glass) *see note 2*					Not Required	
BTEX/Purgeable HC *see notes 2 and 3*					Not Required	
THM (Glass vial 40mL) *see note 3*					Not Required	
Metals or Hydrocarbons in sediment (500mL jar)	Not Required	Not Required			Not Required	
Metals or Hydrocarbons in sediment (250mL jar)	Not Required	Not Required			Not Required	
Metals or Hydrocarbons in sediment (125mL jar)	Not Required	Not Required			Not Required	
Metals or Hydrocarbons in sediment (60mL jar or Whirl Pak Bag)	Not Required	Not Required			Not Required	
Other:						

Other Field Supplies: (e.g. Type I UV^{+} water)

Notes:

1- Dissolved metals bottles will be preserved at the laboratory if the sample is not filtered in the field. The filtering and addition of preservative is $20.00/sample.
2- For TPH requests, both the extractable hydrocarbons (brown glass bottle) and the BTEX/Purgeable HC (40mL vial) have to be submitted.
3- For BTEX/Purgeable HC and THM, please submit two vials for each sample (in the event air bubbles occur in the vials, a back-up sample can be analyzed)

Shaded areas are for laboratory use only.

TAIGA ENVIRONMENTAL LABORATORY
LABORATOIRE ENVIRONNEMENTAL TAIGA
4601 – 52 Avenue, P.O. Box 1500, Yellowknife, NT, X1A 2R3
Tel: (867) 669-2788 • Fax: (867) 669-2718
www.taiga.gc.ca

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 health:

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	