

**PRIVATE WATER SYSTEM REPORT**

Element Materials Technology  
8800N US 31  
Columbus, IN 47201  
(812) 375-0531

CERTIFIED LAB ID NUMBER M-03-02

Sample Number \_\_\_\_\_  
Bottle Number \_\_\_\_\_  
Date Received \_\_\_\_\_  
Date Reported \_\_\_\_\_

Samples will not be analyzed if form is not complete. Use black ink.  
Laboratory - please send a copy to:

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ IN (Zip) \_\_\_\_\_  
Phone #: \_\_\_\_\_

**EMAIL:**

Name of Buyer: \_\_\_\_\_  
Name of Seller: \_\_\_\_\_  
Address of Water Supply: \_\_\_\_\_  
City: \_\_\_\_\_ IN (Zip) \_\_\_\_\_  
Realty Company: \_\_\_\_\_ Realtor's Name: \_\_\_\_\_

**SAMPLE TYPE (check appropriate square)**

Sample Source ( ) Drilled Well ( ) Dug Well ( ) Driven Well  
( ) Spring ( ) Cistern ( ) Lake

Depth: \_\_\_\_\_

Sample Collected By: \_\_\_\_\_

Date Collected: \_\_\_\_\_

Time Collected: \_\_\_\_\_ a.m. or p.m.

Which Tap (e.g. bath tub faucet) : \_\_\_\_\_

**ADDITIONAL INFORMATION:****ANALYSIS DATA -FOR LAB USE ONLY****TEST: TOTAL COLIFORM****METHOD\*\*:**

☐ MF ☐ MPN ☐ LST P/A ☐ MM P/A ☐ MM QT

**RESULTS:**

Most Probable Number

☐ PRESENT ☐ ABSENT

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Analyst: \_\_\_\_\_

Date: \_\_\_\_\_

Time Setup: \_\_\_\_\_

**TEST: ☐ FECAL COLIFORM ☐ E COLI\*****METHOD\*\*:**

☐ MF ☐ MPN ☐ LST P/A ☐ MM P/A ☐ MM QT

**RESULTS:**

Most Probable Number

☐ PRESENT ☐ ABSENT

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\*If no total coliforms are present, no E.coli is present and there will be no E. coli result marked.

Analyst: \_\_\_\_\_

Date: \_\_\_\_\_

Time Read: \_\_\_\_\_

**HETEROTROPHIC**

PLATE COUNT

/1.0ML

/0.1ML

\*\*If MPN or MMQT is checked, the result is a statistical determination of the most probable number per 100ml. If MF is checked, the result is organisms per 100ml. If P/A is checked, the result is present or absent.

**REPORT OF SAMPLES**

☐ SATISFACTORY: AT EXAMINATION TIME THIS WATER WAS BACTERIOLOGICALLY SAFE BASED ON U.S. EPA STANDARDS.

☐ UNSATISFACTORY: AT EXAMINATION TIME THIS WATER WAS BACTERIOLOGICALLY UNSAFE.

☐ PLEASE SUBMIT ANOTHER SAMPLE. TEST NOT VALID BECAUSE:

- ☐ Too long in transit (more than 30 Hours).  
☐ Invalid or no collection date and/or time.  
☐ Sample leaked or broken in shipment, insufficient volume.  
☐ Residual chlorine present.  
☐ Other \_\_\_\_\_

Approved by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Rev. 1.1/pog/1/25/07

## DIRECTIONS FOR DESCRIBING, COLLECTING AND MAILING BACTERIA SAMPLE

### I. DESCRIBING THE SAMPLE

1. Sample of water will not be examined unless it is collected in containers furnished for that purpose and the description blanks are filled in completely.

### II. COLLECTING THE SAMPLE

1. If there appears to be powder or a white tablet inside the bottle, it is due to the addition of sodium thiosulfate, a dechlorinating agent. Do not wash or rinse it out. The purpose of adding thiosulfate is to destroy the chlorine present at the moment the sample is collected to prevent a continuance of the killing action of the chlorine on the bacteria, while the sample is being transported to the laboratory. Water samples that contain chlorine residuals when they reach the laboratory will not be examined. Sample bottles will remain sterile for about one year if cap is kept sufficiently tight and seal is in place.
2. A sample should be taken from a tap, such as a faucet, or a small valve. Kitchen sinks, threaded hose bibs, and spigots with screens or aerators are poor sampling points and should be used only if better sampling points are not available. If the latter sampling point is used, the screens or aerators should be removed before sampling. The best sampling point is a bathtub faucet, cold water tap.
3. When the sample is to be collected from a tap, allow the water to run freely for at least five minutes to flush out pipes and fixtures. Time by a watch; do not guess.
4. Remove the seal around the cap. If the sample bottle has a screw cap, remove the cap, being careful not to touch or otherwise contaminate the inside part of the cap or the neck of the bottle itself. When sampling, hold the bottle by the base or bottom.
5. Reduce flow of water to a steady stream about the size of a pencil. Fill to the 100mL mark on the sample bottle. This will leave enough room to shake sample for testing purposes.
6. After collecting the sample, screw the cap on the bottle sufficiently tight to prevent leakage.
7. The fee must be paid before the sample will be tested. Please submit \$63.00 payment with each sample.
8. The time between the sample collection and the arrival of the sample to the laboratory should not be more than 30 hours. We cannot set up samples after 30 hours from the time of collection.
9. Samples are accepted Monday through Thursday, 8:00am. to 4:00 pm. NO SAMPLES ACCEPTED on FRIDAYS!

### III. MAILING THE SAMPLE – IMPORTANT

1. Description form must be filled out completely and placed in container with sample bottle.
2. After collection of sample, be sure the cap is screwed on tightly!
3. Check, money order or charge card must accompany the sample.
4. Mail the sample immediately after collection. Time of collection of the sample should be governed by the time of mail pickup at the mailing station and the delivery to our Columbus address.