

DRINKING WATER SUBMISSION FORM



SAMPLES SUBMITTED TO:

Kingston	<input type="checkbox"/>
Ottawa	<input type="checkbox"/>
Richmond Hill	<input type="checkbox"/>
Barrie	<input type="checkbox"/>
Windsor	<input type="checkbox"/>

DRINKING WATER FACILITY CLASSIFICATION

<input type="checkbox"/> Municipal	<input type="checkbox"/> Non-Municipal	<input type="checkbox"/> Reg. 170/03
<input type="checkbox"/> Large	<input type="checkbox"/> Small	<input type="checkbox"/> Reg. 319/08
<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Reg. 243/07
<input type="checkbox"/> Seasonal	<input type="checkbox"/> Year-Round	<input type="checkbox"/> Private Drinking Water
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Not in Service

REPORT NUMBER (Lab Use)

Organization:	Waterworks Address:	Invoicing Address (if different):	ANALYSES REQUESTED						TURNAROUND SERVICE REQUESTED (see back page)					
Contact:			Microbiological		Chemical			Other						
Tel: _____ Fax: _____			Total Coliform / E.coli	Background	Heterotrophic Plate Count	Sodium	Lead	Fluoride	Trihalomethanes	HAA's	Nitrite, Nitrate as N	Sch. 23 Inorganics	Sch. 24 Organics	Other
After Hours Tel: _____	Public Health Unit: _____	Waterworks #: _____	Project Name or #: _____											<input type="checkbox"/> Platinum* 200% Surcharge
Email: _____	Quote #: _____	P.O. #: _____												<input type="checkbox"/> Gold* 100% Surcharge
														<input type="checkbox"/> Silver 50% Surcharge
														<input type="checkbox"/> Bronze 25% Surcharge
														<input type="checkbox"/> Standard
														<input type="checkbox"/> Specific Date: _____

* Sample Matrix Legend: TW = Treated Water, DW = Distribution Water, GW = Raw Groundwater, SW = Raw Surface Water, UGW = Untreated Groundwater (Drinking Water/Distribution)
 GUDI = Groundwater under the influence of surface water, PR = Plumbing Residential, PNR = Plumbing Non-Residential

Lab No.	Sample Source and/or Sample Identification	WaterTrax S.P.L.	Sample Matrix *	Human Consumption (Y/N)	Date Collected (yy-mm-dd)	Time Collected	Adverse Resample	Indicate Test For Each Sample											Chlorine		# Bottles/ Sample								
								By Using A Check Mark In The Box Provided											Free	Total									

Has Laboratory Services Notification (LSN) Form been completed & submitted to the MECP/PHU? Yes No Not applicable
Laboratory analysis will not commence until all notification information is received and the Submission Form/C of C is appropriately completed

SAMPLE SUBMISSION INFORMATION		SHIPPING INFORMATION			REPORTING	SAMPLE RECEIVING INFORMATION (LABORATORY USE ONLY)			
Sampled by:	Submitted by:	After Hours Drop Off <input type="checkbox"/>	Drop Off <input type="checkbox"/>	Guideline CoA <input type="checkbox"/>	Received By (print):	Signature:			
Print:		Courier (Client account) <input type="checkbox"/>		XLSX <input type="checkbox"/>	Date Received (yy-mm-dd):	Time Received:			
Sign:		Courier (Caduceon account) <input type="checkbox"/>	# of Pieces	CSV <input type="checkbox"/>	Laboratory Prepared Bottles:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Metals pH <2: <input type="checkbox"/>		
		Caduceon (Pick-up) <input type="checkbox"/>		ESdat <input type="checkbox"/>	Sample Temperature °C:		Labeled by:		
	Date (yy-mm-dd)/Time:	Date (yy-mm-dd)/Time:							

GENERAL TERMS, CONDITIONS AND SAMPLING INFORMATION GUIDE

Sample Acceptance

Caduceon Enterprises is a commercial testing laboratory specializing in environmental analyses of samples including, but not limited to the following: Drinking Water, Groundwater, Surface Water, Wastewater and/or Industrial Process Water/Effluents, Liquid and Solid Sludge, Soil and Sediment, Oil (limited types).

Caduceon does not accept samples including but not limited to the following matrices unless otherwise prearranged with an authorized Caduceon representative:

Human or Animal Tissue, Unprocessed Human or Animal Waste, Food or Beverage (other than Drinking Water), Unknown solids and liquids, Vegetation, Hazardous Waste, Highly contaminated samples (which cause process and instrument complications).

Samples submitted to Caduceon without proper designation are subject to supplementary charges, but not limited to the following:

Sample Disposal Fees, Process and Handling Fees, Instrument Maintenance and Refurbishment Fees (parts and labour).

Chain of Custody Forms must be completed with all required information. Analyses of samples will not commence until all required information is received. Receipt of samples will only occur at this time.

Samples must be submitted in Caduceon sampling containers and/or acceptable alternatives with appropriate preservatives (if required).

Samples must be received at the laboratory within required sample holding times. If samples require RUSH analyses based on sample holding times, surcharges may apply. See Turnaround Time Terms and Conditions.

Turnaround Time

Platinum Service – 200% Surcharge (minimum)** Fastest possible Turnaround Time available and/or achievable, same day service or does not meet one of the other listed categories. Subject to additional fees for weekend and/or after hours service. Arrangements must be made in advance with your local laboratory prior to submission of samples.

Gold Service – 100% Surcharge Samples received prior to 2 p.m. will be reported by 5 p.m. on the next business day from the day of receipt. Samples received after 2 p.m. will be reported by 12 p.m. on the second business day from the day of receipt. Arrangements must be made in advance with your local laboratory prior to submission of samples.

Silver Service - 50% Surcharge Samples received prior to 2 p.m. will be reported by 5 p.m. on the second business day from the day of receipt. Samples received after 2 p.m. will be reported by 12 p.m. on the third business day from the day of receipt.

Bronze Service - 25% Surcharge Samples received prior to 2 p.m. will be reported by 5 p.m. on the third business day from the day of receipt. Samples received after 2 p.m. will be reported by 12 p.m. on the fourth business day from the day of receipt.

Standard Service – No Surcharge Typically 5 - 7 business days from the time of receipt (depends on time of year). Note: Samples received after 2 p.m. are considered received the next business day.

Note: If the specific level of Turnaround Time requested is not met the next level of service achieved will be surcharged accordingly. This is at the sole discretion of the laboratory.

Payment

By submission of samples and signing of the chain of custody you agree to Caduceon's Payment Terms and Conditions. (See Caduceon website for details www.caduceonlabs.com)



Client committed. Quality assured. Proudly Canadian.

www.caduceonlabs.com

Sampling Information



Laboratory & Depot Locations/Shipping Addresses

Kingston Lab - 285 Dalton Ave., Kingston, ON K7K 6Z1, Tel: (613) 544-2001 Fax: (613) 544-2770 Email: supplieskingston@caduceonlabs.com
Ottawa Lab - 2378 Holly Lane, Ottawa, ON K1V 7P1, Tel: (613) 526-0123 Fax: (613) 526-1244 Email: suppliesottawa@caduceonlabs.com
Richmond Hill Lab - #14-110 West Beaver Creek Rd., ON L4B 1J9, Tel: (289) 475-5442 Fax: (866) 562-1963 Email: suppliesgta@caduceonlabs.com
Barrie Lab - 112 Commerce Park Drive, Unit L, Barrie, ON L4N 8W8, Tel: (705) 252-5743 Fax: (705) 252-5746 Email: suppliesgta@caduceonlabs.com
Windsor Lab - #5-3201 Marentette Ave., Windsor, ON N8X 4G3, Tel: (519) 966-9541 Fax: (519) 966-9567 Email: supplieswindsor@caduceonlabs.com