

**FORM MUST BE COMPLETED AND ENCLOSED WITH YOUR SAMPLE**

Customer Name		Date sample bottles filled	
Address		Time sample bottles filled	
		Contact Number	
		Email	

**INSTRUCTIONS ON HOW TO TAKE THE WATER SAMPLE**

1. Clean tap faucet with methylated spirits or by flame.
2. Run the water for five minutes.
3. Remove cap from 1Ltr brown bottle and fill. Seal container. (Chemical Testing).
4. Remove cap from 250ml sterile bottle and fill. Close container. (Micro Testing).
5. Do not allow the top of the bottle to come into contact with either tap or hands.
6. Complete details on the bottle labels, attach one label to each bottle and also complete this form. Please note sample location stated on these documents will be used on sample report.
7. **Return samples to laboratory within six hours of sampling.**
8. Please **notify laboratory prior to submitting any samples.**
9. **Microbiological samples are only accepted Mondays to Thursdays before 4pm.**



**We cannot accept samples on Fridays.**

**Tests Available - please tick tests required**

Suite A	Microbiological (Micro) Testing only	€50.00	Total Coliforms ( <i>all County Councils</i> ) Faecal Coliforms ( <i>all County Councils</i> ) E. coli ( <i>Kildare County Council only</i> )	
Suite B	Chemical Testing only	€165.00	All county councils	
Suite C	Chemical and Microbiological Testing	€200.00	All county councils	
	Additional Microbiological testing	€45.00	Enterococci ( <i>Wicklow County Council only</i> )	

**Results** will be issued in approximately 12 working days, via email.

**Faster turnarounds are available; however, they incur a surcharge.**

Please tick the turnaround required.

<b>12 working days</b>	<b>6-9 working days</b>	<b>3-5 working days***</b>	<b>1-2 working days***</b>
<b>Chemical and Micro</b>	<b>Chemical and Micro</b>	<b>Micro only</b>	<b>Micro only</b>

**For faster results the following surcharges apply:**

1-2 working days @ 100% surcharge, 3-5 working days @ 50% surcharge, 6-9 working days @ 30% surcharge;

\*\*\* Not always possible. Please try to give some prior notification to avoid disappointment.

**Payment method**

1. All tests must be paid for in full on delivery of the samples to our lab.
2. If paying in cash, please provide the exact amount as we do not have change in the office.

Debit/Credit Card       Cheque (payable to T.E. Laboratories)       Cash   
 Receipt

Accepted by: \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date: \_\_\_\_\_

## REPORT (CERTIFICATE OF ANALYSIS) LAYOUT EXAMPLE

Test /Parameter	Sub	SOP	Units	Results	MAC Value	Accredited *	Exceedance Flag	Notes
<b>ALKALINITY</b>		<b>TP010</b>						
Alkalinity Total			mg/l CaCO3	345				
<b>AMMONIA-TOT *</b>		<b>TP012</b>						
Ammonia as NH4			mg/l NH4	<0.080	0.30	INAB		
<b>ANIONS IC (M) *</b>		<b>TP020</b>						
Chloride			mg/l	32	250.00	INAB		
Nitrate as NO3			mg/l NO3	38	50.00	INAB		
Nitrite as NO2			mg/l NO2	<0.2	0.50	INAB		Note 5
<b>COLIFORMS</b>		<b>MP002</b>						
Faecal Coliforms			cfu/100ml	1	0.00		OOS	
Total Coliforms			cfu/100ml	63	0.00		OOS	
<b>ICPMS-01 *</b>		<b>TP018</b>						
Copper			µg/l	15.9	2,000.00	INAB		
Iron			µg/l	20.2	200.00	INAB		
<b>LANGLIER</b>								
Langelier Index @80 DegC			Number	1.2				
Langelier Index @15 DegC			Number	0.1				
<b>PH-LAB *</b>		<b>TP003</b>	Number	0.1				
pH-water-Lab			pH units	7.2	6.5 -9.5	INAB		
<b>TDS</b>		<b>SOP083</b>						
Total Dissolved Solids		<b>TP009</b>	mg/l	403				

Standard COA Notes

1. TelLab cannot be held responsible for the integrity of samples received whereby the laboratory did not undertake the sampling; in this instance samples received may be deviating. A deviating sample will be identified when the analysis is performed by an accredited method, but the results may be compromised due to the deviation. This deviation may impact on the results generated and consequently this should be taken into consideration when interpreting the results provided.

Deviations noted as follows:

“H” in the notes column = the holding time for this analysis has been exceeded (please click [here](#) for our holding times document), This deviation may impact on the results generated and consequently this should be taken into consideration when interpreting the results provided.

“C” in the notes column = sample provided in an inappropriate container. This deviation may impact on the results generated and consequently this should be taken into consideration when interpreting the results provided.

“V” in the notes column = sample dilution carried out due to insufficient sample volume resulting in raised LOQ’s.

“O” in the notes column = result lies outside our accredited range.

2. Results do not take into account the Uncertainty of Measurement

3. MAC Value is the Maximum Allowable Concentration. If the result exceeds this value it is marked out of specification OOS under Exceedance Flag column.

4. Sub-contract tests are marked "Y" in the Sub column, for an accredited test.

5. In relation to drinking water samples, the LoQ (Limit of Quantification: the lowest concentration of a determinant that can be reliably measured) does not meet the requirements specified for compliance with LoQ as per SI 99 of 2023.

6. Results marked (n/a) in the Notes column are not accredited as they do not meet our scope of accreditation requirements.

7. In relation to drinking water samples, the Uncertainty of Measurement (UoM) does not meet the requirements specified for compliance with UoM as per SI 99 of 2023.

Please click [here](#) for the drinking water information sheet. The above results relate only to the sample tested.

This report should not be regenerated except in full and with consent of T.E. Laboratories Ltd.

### Reporting Condition

1. When MAC values have been exceeded, it is the laboratory’s policy to highlight results with exceedance flag of OOS.

**I agree to Condition 1**

\_\_\_\_\_  
Signature