

Correct, Complete and Legible

The importance of **correct, complete and legible sample identification** cannot be stressed enough. Failure to provide these identifiers could result in non-compliance for reporting.

For clarity, the following are definitions for this document:

AEP: Alberta Environment and Parks

Authorization: approval, registration or Code of Practice

ProvLabs: the two Provincial Laboratories of Public Health (Microbiology); North / Edmonton lab is called ProvLab and South / Calgary lab is called Calgary Laboratory Services (CLS), but for this document the two are combined to be called ProvLab(s)

Electronic Reporting of DATA: actual data (not information) that is sent to AEP in a format that can be manipulated

Digital Reporting: information sent in a digitized paper format (Word document or PDF) to the Electronic Record Keeping System (ERKS)

Samples are sent:

	FOR	TO
1.	Chemical sample analysis	A third party accredited contract laboratory (that can send data to AEP in the AEP format)
2.	Bacteriological sample analysis	One of the two ProvLabs, direct or through a Health Unit

1. Third party contract laboratories, that are ISO17025 accredited, are used, typically, for the annual monitoring requirements specified by the AEP Authorizations. One of AEP's criteria is that the laboratory, that the facility intends to use, must be able to send sample data to AEP electronically in a specific AEP format. The identifying sample information is sent from AEP to the facility (when they go "online") and then the facility sends that information to the laboratory with the sample(s). The sample identifiers are sent to AEP electronically, along with the results of the sample analysis. It identifies the sample against the monitoring requirements of your authorization.
2. AEP receives the bacteriological results as data from the two ProvLabs. The sample identifiers are basically the Access#, Authorization#, operator and collection location information as shown on the new forms (as of early 2014), which are explained later in this document.

1. Chemical Sample Analysis:

A third party ISO 17025 accredited contract laboratory:

When a facility is required to report electronic and has finished their “test” period, the monitoring requirements expand to include any monitoring that is to be analyzed by a third party laboratory. Typically, this is an annual sample but can be a monthly as well, e.g., Fluoride.

AEP will send the facility a letter containing information about the sampling and stating that the facility must communicate this to the contract lab. This lab MUST be ISO 17025 accredited and be able to send the data in the specific AEP format. Several contract labs in the province are aware of the format and have submitted analytical result files, on behalf of their client, in the format that can be loaded into our computer system.

The labs will require the following type of information, which is specific to each facility:

Identification:	Example
Approval Id & Name:	19518 - AAAA WATERWORKS SYSTEM
Station Number & Description:	AB05EB9991 - DISTRIBUTION: RANDOM LOCATIONS
Sample Date & Time:	Feb 01, 2007 14:25 (24 hr clock is best)
Sample Matrix:	10 (10 = treated water; 6 = raw water)
Sample Type:	1 (1 = discrete sample, i.e. grab)
Sampling Frequency:	ANNUL (annually)
And permission for the lab to send your data to AEP electronically.	YES

A label could be created, by you, to look like the following:

Potable Water Sampling (Annual / Quarterly / Semi-annual / Monthly)			
AEP Approval / Registration No:			
Facility Name:			
Sampled at Station No.		Station Description:	
Sample Matrix: (Circle one)	(10) Treated	(6) Raw	
Sample Type:	(1) Grab		
Sample Frequency: (Circle one)	(ANNUL) Annual		(MONTH) Monthly
Sample Date & Time: (24 hr clock)			
Comments:			
Send results to AEP electronically:	YES	NO	

However, when a facility is going “online”, AEP sends a spreadsheet of the monitoring requirements, a letter about 3rd party Laboratories and Sample Request Form(s) with the majority of the monitoring requirement information filled in. The following four pages are a blank / generic example of the letter (2 pages) and sample request form (1 sample, 2 pages: front and back).

FIRST/FRONT page of letter about Contract Labs:



Corporate Services Division
Informatics Branch

11th Floor, 9820-106 Street
Edmonton, AB, Canada T5K 2J6

Telephone: 780-427-6225
Fax: 780-427-7958

DATE

File No.

Attn:

Dear,

RE: WATERWORKS SYSTEM
Drinking Water Samples analyzed by a Contract Lab

Background:

As Alberta Environment and Parks (AEP) has progressed with the Electronic Transfer of Drinking Water Data initiative, we are now accepting electronic data from contract laboratories.

Within the relevant Code of Practice or an Approval, you have a requirement for analyses done by a laboratory other than your own. We call these facilities third party or contract laboratories. These laboratories must be accredited and must have the capabilities to send data to AEP electronically in our specific file format. Accreditation must follow the directives specified by the International Laboratories Accreditation Co-operation (ILAC) using Guideline 17025 of the International Organization for Standardization (ISO). In Canada the primary provider of accreditation is CAEAL.

General Important Information:

Several of the accredited laboratories in Alberta are capable of sending data in the specific format. We encourage you to have your contract lab contact us if they currently are not aware or are not able to comply with this requirement.

AND the contract lab is to email the AEP DWQ Data Coordinator at dwq.datacoord@gov.ab.ca when they have received the sample(s), ideally with an electronic copy of the sample request form(s) and COC (lab's chain of custody) if relevant.

Briefly, the electronic submission of contract laboratory monitoring results will work as follows:

- o the labs must send your data electronically, in an AEP approved specific formatted file, to AEP and then
- o you will have the opportunity to check the data (on a secure web site called Municipal File Signoff or 3100) and either
- o submit the data to AEP or request the lab to make changes (re-run samples) and resend the file; and
- o the laboratory will forward a paper and/or electronic (like a pdf) copy of the results to you, as they have in the past.

So when the lab has sent the results electronically, your designated user would check the data on the secure web site and when satisfied, sign it off and submit it to AEP. Once the data is submitted it will be subject to automatic limit and reporting compliance checks. Your Drinking Water Electronic Reporting designated user should be notified, by the laboratory, that the results have been electronically sent by the laboratory and that they must be checked and submitted to AEP. The exact procedures are in the DWQ User Manual, Appendix 2. There is now a direct link from the Secure DWQ data entry web form (see page 2-5 of the DWQ User Manual) to the Municipal File Signoff form. (If your facility is sending data via ftp bulk file transfer, then they are currently using the File Signoff form.)

Second Page of **letter about Contract Labs**:

- 2 -

Samples and Sample Identification to Contract Laboratory:

When you send a sample to a contract lab, ie monthly fluoride or annual sample(s), you will need to supply the contract lab with specific information to accurately identify your samples. They will then relay the information to AEP within the stipulated file format.

The information that is needed on a sample request form, or label, is:

Approval Id & Name,
Station Number & Description,
Sample Date & Time (*24 hr clock is best*)
Sample Matrix (*10 = treated water; 6 = raw water*),
Sample Type: (*1 = discrete sample, ie grab*)
Sampling Frequency: (*usually annually, can be monthly or Every 2,3, or 5 years*)
And permission for the lab to send your data to AEP electronically.

All the above information has been sent to you in an Excel spreadsheet, **but to help facilitate accurate information for the laboratories, sample request sheets (for Annual) are attached that are current as of this letter.** You are responsible for relaying information of any changes required by the Codes and/or your Approval back to the laboratories.

Important items to note:

1. One sample can require many bottles depending on the analyses required by your Approval or Code of Practice. When you are ready to sample, you will ask your laboratory to send the correct bottles for what you require. Some laboratories will attach labels to the bottles, reserving one for you to put on a sample request form. This label is to keep all the bottles together that comprise a single sample. A single sample is one that is taken at a single location at the same time, regardless of how many bottles it requires to fulfill the analyses. If you are required to sample in more than one location, then you will ask the laboratory for as many sets of bottles as you have locations.
2. The monitoring requirements, as well as parameters, and sampling frequencies are different depending on the type of Code of Practice or Approval. Attached to the back of the sample request sheet(s) is a summary of **basic** parameters required. **It is the responsibility of the facility to understand their requirements.** Print the sample request sheet(s) double sided to send to the laboratory and make a copy for your records.
3. Some requirements require sampling several of times per year and / or by quarters (quarter of a year). These are all seen as Annual samples by AEP; just the number or count per year is different.
4. Some requirements require sampling once in a 2, 3 or 5 year period. It is the facility's responsibility to keep track of when they sample and when they have to sample next. In the case of a multi-well system, the facility must keep track of the rotation of the wells for sampling.

If you have any questions, please email me at dwq.datacoord@gov.ab.ca or telephone me at (780) 415-9358.

Yours truly,

Kathleen Pongar
DWQ Data Coordinator

Cc: ApprovalWriter, Region - office

The information that you need to add to the **Sample Request form** on the **FRONT PAGE**, for the **FACILITY WATER SAMPLING** portion, is highlighted in yellow:

Municipal Drinking Water Facility Sample Request Form – Facility to Lab (Ver2009-01)
 (as per Alberta Environment Approval/Registration) **(one sample per form)**

LABORATORY INFORMATION:

Name:			
Address:			
Phone:		FAX:	
Lab: Please email receipt of this sample to: dwq.datacoord@gov.ab.ca <input type="checkbox"/> done, DATE:			

FOR LAB USE:

Lab Sample Number:		Date Received:	
Account:			

BILLING / SAMPLE REQUESTER INFORMATION:

Contact Name:			
Mailing Address:			
Phone:		FAX:	
E-mail:			
Send Report to: same as above OR			

Name:			
Mailing Address:			
Send Invoice to: same as above OR			

Name:			
Mailing Address:			

FACILITY WATER SAMPLING (Annual/Quarterly/Semi-annual/Monthly); Project Code: ABMDWQ

Facility Sample Identifier (Sample No.)			MUST match label on bottle(s)	Date Sent:
Sample Date:	YYYY	MM	DD	Time: (24 hr clock) HH : mm
AENV Approval/Registration #	239029			
Facility Name:	COMMUNITY A WATERWORKS SYSTEM (WDIST)			
Sampled at Station No.	AB05EB9902	Station Description:	DISTRIBUTION: RANDOM LOCATIONS	
Sample Matrix:	TREATED WATER (10)	Raw Water Source:	<input type="checkbox"/> Ground Water <input type="checkbox"/> Surface Water <input type="checkbox"/> Ground Water under Influence of Surface Water	
Sample Type:	DISCRETE SAMPLE (GRAB) (1)			
Sample Frequency:	(4 Samples per) Annually (ANNUL) (which = Quarterly)			
Sample Location / Comments:				
Send results to AENV electronically:	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO		

ANALYSIS TYPE: (check which is appropriate for this sample) see reverse for details.

<input type="checkbox"/> Physical	<input type="checkbox"/> Inorganic	<input type="checkbox"/> Organics & Pesticide
<input type="checkbox"/> Trihalomethanes	<input type="checkbox"/> Fluoride Only	<input type="checkbox"/> Giardia / Cryptosporidium / Viruses
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	

All Municipal Drinking Water Facilities, regulated by Alberta Environment, must have their annual, semi annual, and/or specific monthly samples analyzed at an ISO/IEC 17025 accredited laboratory. AENV will only accept data in their specific electronic format. Billing/ payment is the responsibility of the facility. The above information must be submitted by the facility and recorded by the laboratory to insure that it is forwarded with the sample data.

The BACK PAGE of the **Sample Request form** shows general guidelines, depending on facility type and sample frequency. ALWAYS go by what your Approval or Code of Practice says for monitoring requirements.

As per:

STANDARDS AND GUIDELINES FOR MUNICIPAL WATERWORKS, WASTEWATER AND STORM DRAINAGE SYSTEMS January 2006 Environmental Assurance Division

1.1 Potable Water Quality Standards

Potable water in the waterworks system shall meet the health related concentration limits (Maximum Acceptable Concentrations) in the Guidelines for Canadian Drinking Water Quality, published by Health Canada, as amended or replaced from time to time, for the parameters listed in Section 1.10.3 of this document, with the exception noted in Section 1.5.2 (2) (ie. Removal of Fluoride that is naturally occurring in groundwater)

The Regional Director at his discretion may establish more stringent limits for the parameters listed, or establish additional parameters not listed in Section 1.10.3.

1.10.3.2 Physical Parameters, Organic & Inorganic Chemicals and Pesticides	Check off	Typical Sample Frequencies for different Water Sources				
		Surface Water or GWUI*		High Quality Ground Water		Treated Water
		Raw	Treat-ed	Raw	Treat-ed	Treated
1. Parameters to be monitored						
A complete analysis shall consist of the primary and secondary substances and should include all physical parameters, organic and inorganic chemicals and pesticides. The primary substances are those substances with MACs in the GCDWQ and which are known to cause adverse effects on health. The secondary substances are those substances with AOs in the GCDWQ with limits below those considered to constitute no health hazard and the parameters with Operational Guidance Value, and some of the parameters without guidelines identified in the GCDWQ:						
a. Physical parameters (Primary and Secondary)	Physical	AN	AN	AN OR E3YR	AN OR E3YR	
colour, pH, total dissolved solids, turbidity and UV absorbance (not in the GCDWQ);						
b. Inorganic chemicals (Primary)	Inorganic	AN	AN	AN OR E3YR	AN OR E3YR	AN
antimony, arsenic, barium, boron, bromate, cadmium, chloramines, chromium, cyanide, fluoride, lead, mercury, nitrate and nitrite, selenium, and uranium;		AN	AN			Lead only
c. Inorganic and Organic Chemicals (Secondary)	Inorganic	AN	AN	AN OR E3YR	AN OR E3YR	
aluminum, ammonia, calcium, chloride, copper, hardness, iron, magnesium, manganese, silver, sodium, sulphate, sulphide, total organic carbon, xylenes (total) and zinc		AN	AN			
d. Organic Chemicals and Pesticides (Primary)	Organic & Pesticides	AN	AN	AN OR E5YR	AN OR E5YR	
Atrazine +metabolites, benzene, benzo(a)pyrene, bromoxynil, carbon tetrachloride, chlorpyrifos, cyanazine, cyanobacterial toxins (as microcystin – LR – for surface water systems only), diazinon, dicamba, dichlorobenzene 1, 2-, dichlorobenzene 1.4-, dichlorethane 1, 2-, dichloromethane, 2, 4- dichlorophenol, 2, 4-D, diclofop-methyl, diuron, dimethoate, ethylbenzene, glyphosate, malathion, methoxychlor, metolachlor, metribuzin, monochlorobenzene, nitrilotriacetic acid (NTA), pentachlorophenol, picloram, simazine, terbufos, tetrachloroethylene, tetrachlorophenol 2, 3, 4, 6-, toluene, triallate, trichloroethylene, trichlorophenol 2, 4, 6-, trifluralin, vinyl chloride.						
1.10.3.4 Fluoride	Fluoride only		MN			
1.10.3.6 Trihalomethanes (total) and Bromodichloromethane	Trihalomethanes	AN	AN		AN	AN
1.10.3.7 Disinfection (<i>Giardia</i>, <i>Cryptosporidium</i>, Viruses)	<i>Giardia</i>, <i>Cryptosporidium</i>, Viruses					

* GWUI – Ground Water Under the Influence of surface water

1.10.3.6 #of Samples (usually 4 to 12) per year vary depending on code / approval and the type & amount of disinfection needed
Frequency Codes for above chart: Annual = AN, Monthly = MN, Every 2 years = E2YR, Every 3 years = E3YR, Every 5 years = E5YR

ALSO: The above list(s) was accurate as of the published date but does not include any new parameters or any specific parameters for any one specific facility. It is the facility's responsibility to be current to their approval or code of practice and to the Standards and Guidelines and to the GCDWQ (Guidelines for Canadian Drinking Water Quality) at http://www.hc-sc.gc.ca/ewh-semt/pubs/water-eau/sum_guide-res_recom/index-eng.php

After the facility has sent the samples to the lab, and the lab has analyzed them and sent that data file to AEP (in the AEP specific format), then the lab will receive an email as to whether the data is loaded. The lab should inform you that the file(s) have loaded and now can be viewed in a secure, temporary space, accessible by a web form for owner (i.e. designated user/submitter) viewing and Signoff.

This 'Signoff form' can be accessed:

1. Directly from the **new login**



2. Through the Drinking Water online forms that you use to enter the day-to-day monitoring results data.



Your username and password is the same as for the Drinking Water online forms.

After viewing the data for correctness, the designated submitter just highlights a file line and clicks “Submit”. A message will come up that asks if this is the correct action; click “OK” and a confirmation message appears.

Make sure to write down the confirmation/submission number for reference.

The screenshot shows the Alberta Environment and Sustainable Resource Development web form. At the top, there are navigation tabs: "New/Unsubmitted Files", "View By Sample", "View By Stations", and "Submitted Report". The "Approval" section includes fields for "Approval id: 239029", "COMMUNITY A WATERWORKS SYSTEM - CODE OF PRACTICE", "APV Status: Issued", "Approval Holder: AAAA TEST SYSTEM", and "Operation: COMMUNITY A WATERWORKS SYSTEM (WDIST)".

The "Files" section contains a table with the following data:

Year	Month	File Name	File Loaded Date	Source Lab	Notes	Report
2015	FEB	2015AZb4.M127	21-MAY-2015	ALPHA LABORATORY SERVICE		Report
2015	JAN	2015AZb3.M127	21-MAY-2015	ALPHA LABORATORY SERVICE		Report

Below the table, it says "2 records found".

The "Stations" section contains a table with the following data:

Station No	Station Name	Station Description	Sample Matrix	Status Indicator	Str. Status
AB05EBP990	COMMUNITY A	DISTRIBUTION: BACTERIOLOGICAL, RANDOM LOCATIONS	10 - TREATED WATER	OPR	Str. Status

Below the table, it says "1 record found".

At the bottom right, there are three buttons: "Submit", "Cancel", and "Cancel/Logout". The "Submit" button is circled in red.

This web form also has reporting functions.

See pages 19- 24 of the [new DWQ Web form User Guide](#), which may have been sent to you by email but is also available on the AEP website:

- [Drinking Water Quality Information Electronic Submissions](#)

2. Bacteriological Sample Analysis:

NEW requisition form – Laboratory Bulletin From ProvLab (page 1)



Laboratory Bulletin

Date: February 10, 2014

To: Alberta Health, Medical Officers of Health, Alberta Environment and Sustainable Resource Development, Alberta Agriculture Regulatory Services Branch, Environmental Public Health Officers, First Nations Inuit Health Branch, Canadian Forces Bases, Laboratory Directors and Managers

From: Environmental Microbiology, Provincial Laboratory for Public Health (ProvLab)

Re: New Laboratory Requisition for Ordering Microbiological Analysis of Water

PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE

Key Messages:

- On February 10, 2014, a new Environmental Microbiology laboratory requisition will be implemented for ordering microbiological analysis of water. This new requisition replaces version 190162R (2004/06).
- A sample of the new requisition (Side A) is attached with instructions for completing the required fields. Additional information relevant to sample collection and handling has been added on the reverse side of each form (Side B).

Why this is important:

- There have been significant changes to the design of the new requisition which will assist sample collectors and facilitate more efficient sample processing at ProvLab.

Action Required:

- Order a new supply of requisitions from ProvLab by completing the [Specimen Collection Kit/Requisition Order Form](#) found in the [ProvLab Guide to Services](#) or by calling ProvLab at:
 - ProvLab Edmonton: 780-407-8971
 - ProvLab Calgary: 403-944-2583
- Destroy outdated versions of the requisitions once you have an adequate supply of the new requisitions. (Old versions will continue to be accepted until March 30, 2014 to allow time for the transition).
- Complete all required information on the requisition when submitting water samples for testing. This will ensure laboratory reports are routed correctly and sent to the Environmental Public Health Office.

Inquiries and feedback may be directed to:

- Dr. Norman Neumann, Program Leader, ProvLab at: 780-492-8502 or email: Norman.neumann@albertahealthservices.ca or
- Edie Ashton, Manager, Environmental Microbiology, ProvLab at: 780-407-8563 or email: Edie.ashton@albertahealthservices.ca



This bulletin has been reviewed and approved by:

Dr. Graham Tipples, Medical/Scientific Director, Provincial Laboratory for Public Health

www.albertahealthservices.ca

www.provlab.ab.ca

Bacteriological Sample Analysis:
NEW requisition form – Laboratory Bulletin From ProvLab (page 2)

Microbiological Water Analysis Requisition

Lab Use Only

This is the requisition ID # →

Record DATE of collection →

Record TIME of collection →

Sample Collector: Check ONE box

All submitters: Include additional information →

01194

01194

Peel and stick onto sample bottle
 Sample will be rejected if ID label is NOT affixed to sample bottle

NOTE: Sample will be rejected if date and time of collection are not filled in

Date of Collection			Time of Collection		
YYYY	MMM	DD	HR	MIN	(Check one)
					<input type="checkbox"/> AM
					<input type="checkbox"/> PM

Water Sample Type (check ONE box only)

Drinking Water

Treated Public/Communal

Untreated Public/Communal

Private Household Well

Private Household Other _____

Ice (unmelted)

Resample - Drinking Water (previous sample showed the presence of coliforms)

Resample Treated Public/Communal

Resample Untreated Public/Communal

Resample Private Household Well

Resample Private Household Other _____

Resample Ice (unmelted)

Non Drinking Water

Pool

Pool Maintained over 30°C (86°F)

Clinical Distilled/Deionized

Clinical Laboratory Reagent Water

Post Reverse Osmosis

Non Drinking Raw Source Water

Ground Water

Surface Water Lake

Surface Water River

Surface Water Other _____

Beach

Sewage

Remarks/Requests

DO NOT write in this area

This is the sample bottle ID sticker
Remove & affix to sample bottle

Record collector information

Record unique submitter #'s as applicable

Record submitter information

Record collection site information

Private homeowners: Complete LLD and/or GPS

Reports will be sent to the Environmental Public Health Agency

190162 (Rev2013-11) See reverse for sample collection instructions Side A

Bacteriological Sample Analysis:
NEW requisition form – Laboratory Bulletin From ProvLab (page 3)



Instructions for SAMPLE COLLECTION

1. Use only sample bottles and requisition forms available from your local Alberta Health Services (AHS) Environmental Public Health Zone / Agency. For locations refer to: <http://www.provlab.ab.ca/education.htm>. For those areas serviced by Edmonton ProvLab, these supplies may also be ordered through the Distribution Centre, Phone 780 407 8971.
2. The sample bottle contains a small amount of powder – do NOT discard.
3. Peel the ID number label from the requisition form and stick it onto the sample bottle. The water sample will be rejected if the ID number label is not attached.
4. Format for GPS Coordinates: Latitude:51.066000; Longitude: -114.113006
5. For detailed instructions on water sample collection refer to: <http://www.provlab.ab.ca/education.htm>

Instructions for SAMPLE DELIVERY

6. Samples are to be delivered to the laboratory between Monday and Friday. For hours of operation refer to the ProvLab Guide To Services <http://www.provlab.ab.ca/guide-to-services.pdf>. When circumstances or follow-up investigations require delivery after hours or on weekends, contact the laboratory beforehand (phone numbers below).
7. Samples are accepted at your local AHS Environmental Health Zone / Agency (refer to the website in 1. above) or at the Provincial Laboratory for Public Health (ProvLab) at the address locations listed below.
8. Deliver samples to the laboratory as soon as possible. If there will be a delay of more than six hours, samples **must** be refrigerated (not frozen). Transport samples in a cooler with frozen cold packs to maintain a temperature of 2°C to 8°C until they reach the laboratory. Samples received by the Environmental Microbiology laboratory more than 24 hours after collection will be rejected.


Additional information

9. For enquiries related to samples or test results, contact your local AHS Environmental Health Zone / Agency (refer to the website in 1. above)
10. For additional information, refer to the ProvLab Guide To Services: <http://www.provlab.ab.ca/guide-to-services.pdf>

Arrange to have the sample(s) delivered to your nearest ProvLab site:

<p>8440 – 112 Street Edmonton, AB T6G 2J2 Tel: 780 407 8925 Fax: 780 407 8984</p>	<p>3030 Hospital Drive NW Calgary, AB T2N 4W4 Tel: 403 944 1215 Fax: 403 270 2216</p>
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Bacteriological Sample Analysis:
NEW requisition form – AEP’s further explanations, in **RED**



Microbiological Water Analysis Requisition

Lab Use Only

DO NOT write in this area

This is the requisition ID # → 01194 → 01194 ← This is the sample bottle ID sticker
 Peel and stick onto sample bottle
 Sample will be rejected if ID label is NOT affixed to sample bottle
 Remove & affix to sample bottle

Record DATE of collection →

Record TIME of collection →

Drinking Water only

RESAMPLES for Protocol; Need 3 Reqs: site, upstream, downstream AND Yellow Labels for each Sample Collector. Check ONE box

Only for RAW Water; Needs different Access# (not same as Drinking Water)

All submitters: Include additional information

NOTE: Sample will be rejected if date and time of collection are not filled in

Date of Collection			Time of Collection		
YYYY	MM	DD	HR	MIN	(Check one)
					<input type="checkbox"/> AM
					<input type="checkbox"/> PM

Sample Collection Details

Sample Collected by (print name clearly)

Collector's Phone # (10 digits)

HINT: make labels with collection person's name and phone number

Collection Site Details

Access # (lab assigned) or Feature Code # (First Nations)
MAKE A LABEL

AESRD Approval # (Alberta Environment Samples)

Facility or Homeowner Name
HINT: make labels with Facility's Approval ID and Name as well as the other submitter info

Mailing Address

City _____ Province _____

Postal Code _____ Phone # (10 digits) _____

IMPORTANT:

Collection Site (e.g. kitchen tap)

Record collection site information

Private homeowners: provide legal land description and/or GPS coordinates below:

Qtr	Section	Township	Range	W of	M
<input type="checkbox"/> NE					
<input type="checkbox"/> NW	Lot	Block	Plan		
<input type="checkbox"/> SE					
<input type="checkbox"/> SW					

GPS Co-ordinates (up to 6 decimal places, see reverse)

Latitude _____ Longitude _____

Health Agency Name and Address

Reports will be sent to the Environmental Public Health Agency

PUT RESAMPLE LABEL HERE

AENI Reference #

1 2 3 4 5 6

PPH Requisition ID # (if resampled sample)

7 8 9 1 2 3

© 2012 (rev 2015)

See reverse for sample collection instructions

Side A

FAILED Bacteriological Result RESAMPLE NOTICE

When a bacteriological sample indicates the presence of coliform bacteria, i.e. a 'positive/failed' bacteriological sample result, a corrective action, including additional monitoring is required. You should be aware of the details as outlined in the 'Communication and Action Protocol for Failed Bacteriological Results in Drinking Water for Waterworks Systems' regulated by the *Environmental Protection and Enhancement Act*, as amended.

A 'set of re-samples consisting of at least 3 samples' must be taken; includes:

1. a sample taken at the **Site** that showed the failed bacteriological results,
2. at a site **upstream** of the initial site, and
3. at a site **downstream** of the initial site.

These 3 re-samples must each have their own requisition and must be properly identified on the ProvLab's *Microbiological Water Analysis Requisition*:

1. Check the appropriate box under Resample – Drinking Water.
2. The original requisition form ID No. and the AEP Reference No (Call ID) must be noted on the requisition. Using yellow labels, or highlight labels in yellow, write in the AEP Reference # and the ProvLab Requisition ID # of the contaminated sample and affix to the requisition as shown in these examples.

The image displays three examples of the 'Microbiological Water Analysis Requisition' form from Alberta Health Services (PROVLAB). Each form is for a different sample ID: 011945, 011946, and 011947. The forms are filled out to show the correct way to resample for a failed bacteriological result.

Left Side: Handwritten in blue ink, indicating the left side of the form.

Right Side: Handwritten in blue ink, indicating the right side of the form.

Form Details:

- Header:** Alberta Health Services, PROVLAB, Microbiological Water Analysis Requisition.
- Instructions:** Peel and stick onto sample bottle. Sample will be rejected if ID label is NOT affixed to sarr. NOTE: Sample will be rejected if date and time of collection are not filled in.
- Date of Collection:** YYYY MM DD. Time of Collection: HR MIN (AM/PM).
- Resample - Drinking Water (previous sample showed the presence of coliforms):**
 - Resample Treated Public/Communal
 - Resample Untreated Public/Communal
 - Resample Private Household Well
 - Resample Private Household Other
 - Resample Ice (unmelted)
- Remarks/Requests:**
 - NEW REFERENCE #. 1 2 3 4 5 6
 - PPHL Requisition ID # (Of contaminated sample): 01194
 - Resample: previous sample showed coliform contamination
- Sample Collection Details:**
 - Sample Collected by (print name clearly): Operator name
 - Collector's Phone # (10 digits): Operator phone
 - Collection Site Details: Access # (lab assigned) or Feature Code # (First Nations): //
 - AESRD Approval # (Alberta Environment Samples): //
 - Facility or Homeowner Name: AAAA Waterworks
 - Mailing Address: etc.
 - City: etc. Province: etc.
 - Postal Code: etc. Phone # (10 digits): etc.
 - Collection Site (e.g. kitchen tap): Site of possible contamination

When and Where do you need to get Access #s?

Access numbers are assigned through one of the two ProvLab's. These Access #s are needed when a facility takes bacteriological samples for *E. coli* and total coliform analyses, as required by your AEP authorization. In addition to the Access #s, the ProvLab (or a designate, like a Health unit/region) will supply the sample bottles and bags.

1. When a new facility:

- a new facility will need Access #s whenever water is sent through the distribution system.
- the facility may have:
 - only one Access #, with the details of the various collection sites written on the requisition form in the space provided, or
 - several Access #s could be necessary for very specific sampling, consistent sample sites or for a regional system.
- when the source (raw) water is to be tested, then it must have its own Access #. A series of wells may each have their own Access #s.
- the ProvLab must know that this Access # is being provided for an AEP regulated system. Therefore, they must be given the AEP number of the authorization.

2. When an existing facility:

- an existing facility that has changed its source water may need to obtain a new Access number. The ProvLab should be notified and will advise you if a new Access number will be issued.
- if there is a change in the AEP authorization number the ProvLab must be notified. In addition other changes, like contact information, addresses, etc. must also be provided to AEP.

3. Where to get Access#s and bottles:

- Only a ProvLab can issue Access numbers
- North ProvLab NO LONGER supplies labels of the Access #s
If you need more information, call:
 - **North (Edmonton): 1-780-407-8935**
 - **North distribution of bottles, bags & requisitions: 1-780-407-8971**
 - **South (Calgary): 1-403-944-1215**
 - **South distribution of bottles, bags & requisitions may be obtained from the Health regions, call lab for more exact information**

4. Contact Information

- Any changes to the Contact Information for notification as per the Protocol, must be made to AEP, who will work with the ProvLabs

But whether samples are intended for the ProvLab or a third party laboratory correct, complete and legible sample identification is critical.