

To request a test please complete the [customer bottles request form](#).

Contaminant	Maximum Contaminant Level (mg/L)	Sample Preservation	Holding Times	Fee Per Contaminant	Sampling Instructions
Aluminum	----	Nitric Acid, pH <2	6 Months	\$14.00	Inorganic
Antimony	0.006	Nitric Acid, pH <2	6 Months	\$14.00	Inorganic
Arsenic	0.010	Nitric Acid, pH <2	6 Months	\$14.00	Inorganic
Barium	2.00	Nitric Acid, pH <2	6 Months	\$12.00	Inorganic
Beryllium	0.004	Nitric Acid, pH <2	6 Months	\$14.00	Inorganic
Cadmium	0.005	Nitric Acid, pH <2	6 Months	\$14.00	Inorganic
Chromium	0.10	Nitric Acid, pH <2	6 Months	\$14.00	Inorganic
Copper	[1.0] £1.3	Nitric Acid, pH <2	6 Months	\$14.00	First Draw
Iron	[0.3]	Nitric Acid, pH <2	6 Months	\$15.00	Inorganic
Lead	£0.015	Nitric Acid, pH <2	6 Months	\$14.00	First Draw
Manganese	[0.05]	Nitric Acid, pH <2	6 Months	\$15.00	Inorganic
Mercury	0.002	Nitric Acid, pH <2	6 Months	\$25.00	Inorganic
Nickel	----	Nitric Acid, pH <2	6 Months	\$14.00	Inorganic
Potassium	----	Nitric Acid, pH <2	6 Months	\$12.00	Inorganic
Selenium	0.05	Nitric Acid, pH <2	6 Months	\$14.00	Inorganic
Silver	[0.10]	Nitric Acid, pH <2	6 Months	\$14.00	Inorganic
Sodium	±20	Nitric Acid, pH <2	6 Months	\$15.00	Inorganic
Thallium	0.002	Nitric Acid, pH <2	6 Months	\$14.00	Inorganic
Zinc	[5.0]	Nitric Acid, pH <2	6 Months	\$15.00	Inorganic
Alkalinity	----	Cool to 4°C	14 Days	\$10.00	Inorganic
Calcium	----	Nitric Acid, pH <2	6 Months	\$15.00	Inorganic
Calcium Hardness	----	Nitric Acid, pH <2	6 Months	\$10.00	Inorganic
Chloride	[250]	None Required	28 Days	\$15.00	Inorganic
Chlorine, Free	----	None Required	Immediately	\$12.00	Inorganic
Chlorine, Total	----	None Required	Immediately	\$12.00	Inorganic
Conductivity	----	Cool to 4°C	28 Days	\$10.00	Inorganic
Cyanide, Free	0.2	Cool to 4°C, Ascorbic Acid, Sodium Hydroxide to pH >12	14 Days	\$9.00	Cyanide
Fluoride	[2.0] / 4.0	None Required	28 Days	\$15.00	Inorganic
Hydrogen Sulfide	++++	2N Zinc Acetate, Cool to 4°C	7 Days	\$15.00	Sulfide
Magnesium	----	Calculated	----	\$12.00	Inorganic
Nitrate	10.0	Calculated	48 Hours	\$15.00	NO2orNO3
Nitrate + Nitrite	10.0	Sulfuric Acid, pH <2	28 Days	\$15.00	Combined
Nitrite	1.0	Cool to 4°C	48 Hours	\$15.00	NO2orNO3
Ortho-Phosphate	----	Cool to 4°C	48 Hours	\$15.00	Inorganic
pH	[6.5 to 8.5]	None Required	Immediately	\$9.00	Inorganic
Sulfate	[250]	Cool to 4°C	28 Days	\$15.00	Inorganic
Total Dissolved Solids	[500]	Cool to 4°C	7 Days	\$13.00	Inorganic
Total Hardness	----	Nitric Acid, pH <2	6 Months	\$10.00	Inorganic
Turbidity	----	Cool to 4°C	48 Hours	\$12.00	Inorganic
TOC(Raw/Finish)	----	Phosphoric Acid, pH < 2, Cool to 4°C	28 Days	\$40.00	TOC
SUVA(Raw/Finish)	----	Cool to 4°C	48 Hours	\$50.00	TOCSUVA

Primary Contaminant – red | Secondary Contaminant – blue | ± Recommend Max. Level | £ Action Level | ++++ Qualitative Presence/Absence only
[] = Secondary Maximum Contaminant Level (mg/L)

West Virginia Department of Health and Human Resources
 Environmental Chemistry Laboratory
 4710 Chimney Drive, Suite G, Charleston, WV 25302

Telephone: 1-304-965-2694

BOTTLE REQUEST FORM

Fax: 1-304-965-2696

To request a test please complete the form below and return it to the laboratory either by telephone, FAX or mail.

COLLECTION SOURCE:

(CHECK ONE) PRIVATE HOUSEHOLD: _____ **WATER SYSTEM:** _____ **OTHER:** _____

Public Water Supply Identification Number (PWS ID IF APPLIES): _____

NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY, STATE: _____ **ZIP CODE:** _____

PHONE NUMBER: _____

Parameter to be Analyzed	Number of bottles	Parameter to be Analyzed	Number of Bottles	Parameter to be Analyzed	Number of Bottles
Aluminum		Selenium		** Cyanide	
Antimony		Silver		Fluoride	
Arsenic		Sodium		** Hydrogen Sulfide	
Barium		** SUVA(Raw/Finish)		Magnesium	
Beryllium		Thallium		** Nitrate + Nitrite	
Cadmium		** TOC(Raw/Finish)		** Nitrite	
Chromium		Zinc		** Ortho-Phosphate	
Copper		** Alkalinity		pH	
Iron		Calcium		** Sulfate	
Lead		Calcium Hardness		** Total Dissolved Solids	
Manganese		Chloride		Total Hardness	
Mercury		Chlorine, Free		** Turbidity	
Nickel		Chlorine, Total			
Potassium		** Conductivity			

** These analytes require special sample bottles and preservatives.

If the water system has been notified for compliance purposes the continuous monitoring for contaminants in the water supply is needed, the laboratory can add the water system to our automatic bottle shipment schedule.

Do you wish to be added to the automatic bottle shipment list? If so, circle month for mailing.

January February March April May June July August September October November December

ENVIRONMENTAL CHEMISTRY LABORATORY SECTION

West Virginia Department of Health and Human Resources

Office of Laboratory Services

4710 Chimney Drive, Suite G

Charleston, WV 25302

Phone: 1(304)965-2694

Fax: 1(304)965-2696

INSTRUCTIONS FOR SAMPLING OF INORGANIC CONTAMINANTS TO MEET EPA COMPLIANCE MONITORING (SDWA)

LEAD and/or COPPER

First Draw

1. The lead and/or copper kit consist of a quart sample bottle, these instructions, plastic bags, sample identification form and a return address label.
2. Use the cold water kitchen tap or bathroom tap for obtaining your sample. **The sample should be taken after the water has stood motionless in the plumbing system for at least six hours.**
3. **Do not rinse the bottle prior to sampling.** Fill the quart sample bottle with the water to be analyzed to within ½ inch of the top. Be sure the cap is tightened to prevent leakage during shipment to the laboratory.
4. Fill out a sample identification tag for each system. **Include the system identification number if sampling from a public water system, date and time of sampling, point of collection (kitchen sink, ect.) and your name as the sample collector.** This information is mandatory. If more than one sample is being mailed to the laboratory, please identify all samples and their tags in such a manner that all samples may be correctly identified prior to analysis. Place the sample identification form in the zip-loc plastic bag and seal well. Use waterproof ink; non-waterproof ink will bleed if the tags become wet.
5. **Place the filled sample bottles in the large plastic zip-loc bags and seal before placing them in your shipping cartons.** This is to prevent any leakage that may occur during shipment from soaking through the outer container and damage other mail items.

For compliance monitoring *the samples must be taken from the distribution system: from a customer's faucet. Refer to your district engineer for further sampling instructions.*

For private well owners: *Sample should be taken from the tap most frequently used to obtain water for drinking.*

ENVIRONMENTAL CHEMISTRY LABORATORY SECTION

West Virginia Department of Health and Human Resources

Office of Laboratory Services

4710 Chimney Drive, Suite G

Charleston, WV 25302

Phone: 1(304)965-2694

Fax: 1(304)965-2696

INSTRUCTIONS FOR SAMPLING OF INORGANIC CONTAMINANTS TO MEET EPA COMPLIANCE MONITORING (SDWA)

COMBINED NITRATE + NITRITE

Maximum holding time 28 Days

1. The kit consists of a small plastic sample bottle, these instructions, plastic bags, sample identification form and a return address label.
2. **Allow the water to run for 3 to 5 minutes prior to taking the sample. *****
3. **Do not rinse the bottle prior to sampling** because it contains a small quantity of acid that acts as a sample preservative (required by EPA). Fill the sample bottle with the water to be analyzed to within ½ inch of the top. Be sure the cap is tightened to prevent leakage during shipment to the laboratory. **Invert the bottle several times to mix the sample thoroughly with the preservative.**
4. Fill out a sample identification tag for each system. **Include the system identification number if sampling from a public water system, date and time of sampling, point of collection and your name as the sample collector.** This information is mandatory. If more than one sample is being mailed to the laboratory, please identify all samples and their tags in such a manner that all samples may be correctly identified prior to analysis. Place the sample identification form in the zip-loc plastic bag and seal well. Use waterproof ink; non-waterproof ink will bleed if the tags become wet.
5. **Place the filled sample bottles in the zip-loc bags and seal before placing them in your shipping cartons.** This is to prevent any leakage that may occur during shipment from soaking through the outer container and damage other mail items.

*****For compliance monitoring** *the sample must be taken from the point of entry into the distribution system. Refer to your district engineer for further sampling instructions.*

*****For private well owners or general public customers:** *samples should be taken from the tap most frequently used to obtain water for drinking.*

ENVIRONMENTAL CHEMISTRY LABORATORY SECTION

West Virginia Department of Health and Human Resources

Office of Laboratory Services

4710 Chimney Drive, Suite G

Charleston, WV 25302

Phone: 1(304)965-2694

Fax: 1(304)965-2696

INSTRUCTIONS FOR SAMPLING OF INORGANIC CONTAMINANTS TO MEET EPA COMPLIANCE MONITORING (SDWA)

NITRATE and/or NITRITE

Maximum holding time 48 Hours

*Kits must be shipped "overnight" so that we receive them on Tuesday, Wednesday, or Thursday
State holidays must be taken into account*

1. The kit consists of a small plastic sample bottle, foam cooler, these instructions, plastic bags, sample identification form and a return address label.
2. **Allow the water to run for 3 to 5 minutes prior to taking the sample. *****
3. **Do not rinse the bottle prior to sampling.** Fill the sample bottle with the water to be analyzed to within ½ inch of the top. Be sure the cap is tightened to prevent leakage during shipment to the laboratory.
4. Fill out a sample identification tag for each system. **Include the system identification number if sampling from a public water system, date and time of sampling, point of collection and your name as the sample collector.** This information is mandatory. If more than one sample is being mailed to the laboratory, please identify all samples and their tags in such a manner that all samples may be correctly identified prior to analysis. Place the sample identification form in the zip-loc plastic bag and seal well. Use waterproof ink; non-waterproof ink will bleed if the tags become wet.
5. **Two Zip-loc bags containing INSUL-ICE™ PACKETS must be placed in the freezer over-night to FREEZE before shipping to maintain the sample temperature at 4±2°C.** Place the filled sample bottle in a separate zip-loc bag and place the bottle between the INSUL-ICE zip-loc bags inside the shipping carton.

*****For compliance monitoring** *the sample must be taken from the point of entry into the distribution system. Refer to your district engineer for further sampling instructions.*

*****For private well owners or general public customers:** *samples should be taken from the tap most frequently used to obtain water for drinking.*

ENVIRONMENTAL CHEMISTRY LABORATORY SECTION

West Virginia Department of Health and Human Resources

Office of Laboratory Services

4710 Chimney Drive, Suite G, Charleston, WV 25302

Phone: 1(304)965-2694

Fax: 1(304)965-2696

INSTRUCTIONS FOR SAMPLING OF INORGANIC CONTAMINANTS TO MEET EPA COMPLIANCE MONITORING (SDWA)

Inorganic metals / non-metals

Sample holding times vary; please mail as soon as possible

1. The kit consists of a quart sample bottle, these instructions, plastic bags, sample identification form and a return address label.
2. **Allow the water to run for 3 to 5 minutes prior to taking the sample.*****
3. **Do not rinse the bottle prior to sampling.** Fill the quart sample bottle with the water to be analyzed to within ½ inch of the top. Be sure the cap is tightened to prevent leakage during shipment to the laboratory.
4. Fill out a sample identification tag for each system. **Include the system identification number if sampling from a public water system, date and time of sampling, point of collection and your name as the sample collector.** This information is mandatory. If more than one sample is being mailed to the laboratory, please identify all samples and their tags in such a manner that all samples may be correctly identified prior to analysis. Place the sample identification form in the zip-loc plastic bag and seal well. Use waterproof ink; non-waterproof ink will bleed if the tags become wet.
5. **Place the filled sample bottles in the large plastic zip-loc bags and seal before placing them in your shipping cartons.** This is to prevent any leakage that may occur during shipment from soaking through the outer container and damage other mail items.

For alkalinity, conductivity, total dissolved solids and sulfate: Two Zip-loc bags containing INSUL-ICE™ PACKETS must be placed in the freezer over-night to **FREEZE before shipping to maintain the sample temperature at 4±2°C.** Place the filled sample bottle in a separate zip-loc bag and place the bottle between the INSUL-ICE zip-loc bags inside the shipping carton. If you did not receive a foam cooler please call the laboratory at 1-304-965-2694.

*****For compliance monitoring** *the sample must be taken from the point of entry into the distribution system. Refer to your district engineer for further sampling instructions.*

*****For private well owners:** *take the sample at the kitchen tap for testing of treated water if treatment exists (such as chlorination or softening) or take the sample at some point before treatment for testing of raw water.*

ENVIRONMENTAL CHEMISTRY LABORATORY SECTION

West Virginia Department of Health and Human Resources

Office of Laboratory Services

4710 Chimney Drive, Suite G

Charleston, WV 25302

Phone: 1(304)965-2694

Fax: 1(304)965-2596

INSTRUCTIONS FOR SAMPLING OF INORGANIC CONTAMINANTS TO MEET EPA COMPLIANCE MONITORING (SDWA)

HYDROGEN SULFIDE

Maximum holding time 7 Days

1. The kit consists of a brown plastic sample bottle, these instructions, plastic bags, sample identification form, and a return address label.
2. **Avoid aeration during sampling**; if the faucet is fitted with an aerator, remove it before sampling. **Allow the water to run for 3 to 5 minutes prior to taking the sample.**
3. **Do not rinse the bottle prior to sampling** because it contains a small quantity of sample preservative (required by EPA). Fill the brown sample bottle with the water to be analyzed to within ½ inch of the top. Be sure the cap is tightened to prevent leakage during shipment to the laboratory.
4. Fill out a sample identification tag for each system. **Include the system identification number if sampling from a public water system, date and time of sampling, point of collection and your name as the sample collector.** This information is mandatory. If more than one sample is being mailed to the laboratory, please identify all samples and their tags in such a manner that all samples may be correctly identified prior to analysis. Place the sample identification form in the zip-loc plastic bag and seal well. Use waterproof ink; non-waterproof ink will bleed if the tags become wet.
5. **Two Zip-loc bags containing INSUL-ICE™ PACKETS must be placed in the freezer over-night to FREEZE before shipping to maintain the sample temperature at 4±2°C.** Place the filled sample bottle in a separate zip-loc bag and place the bottle between the INSUL-ICE zip-loc bags inside the shipping carton.

ENVIRONMENTAL CHEMISTRY LABORATORY SECTION

West Virginia Department of Health and Human Resources

Office of Laboratory Services

4710 Chimney Drive, Suite G

Charleston, WV 25302

Phone: 1(304)965-2694

Fax: 1(304)965-2696

INSTRUCTIONS FOR SAMPLING OF INORGANIC CONTAMINANTS TO MEET EPA COMPLIANCE MONITORING (SDWA)

CYANIDE

Maximum holding time 14 Days

1. The kit consists of a small plastic sample bottle, these instructions, plastic bags, sample identification form, a return address label and a small vial of 8M sodium hydroxide.
2. **Allow the water to run for 3 to 5 minutes prior to taking the sample.*****
3. **Do not rinse the bottle prior to sampling** because it contains a small quantity of ascorbic acid that acts as a sample preservative (required by EPA). Fill the sample bottle with the water to be analyzed to within ½ inch of the top. **Invert the bottle several times to mix the sample thoroughly with the preservative.**
4. Next, **carefully transfer the liquid contents of the sodium hydroxide vial into the sample bottle.** Be sure the cap is tightened to prevent leakage during shipment to the laboratory. Invert the bottle several times to mix the sample thoroughly with the vial contents.
5. Fill out a sample identification tag for each system. **Include the system identification number if sampling from a public water system, date and time of sampling, point of collection and your name as the sample collector.** This information is mandatory. If more than one sample is being mailed to the laboratory, please identify all samples and their tags in such a manner that all samples may be correctly identified prior to analysis. Place the sample identification form in the zip-loc plastic bag and seal well. Use waterproof ink; non-waterproof ink will bleed if the tags become wet.
6. **Two Zip-loc bags containing INSUL-ICE™ PACKETS must be placed in the freezer over-night to FREEZE before shipping to maintain the sample temperature at 4±2°C.** Place the filled sample bottle in a separate zip-loc bag and place the bottle between the INSUL-ICE zip-loc bags inside the shipping carton.

*****For compliance monitoring** *the sample must be taken from the point of entry into the distribution system. Refer to your district engineer for further sampling instructions.*

*****For private well owners or general public customers:** *samples should be taken from the tap most frequently used to obtain water for drinking*

ENVIRONMENTAL CHEMISTRY LABORATORY SECTION

West Virginia Department of Health and Human Resources

Office of Laboratory Services

4710 Chimney Drive, Suite G

Charleston, WV 25302

Phone: 1(304)965-2694

Fax: 1(304)965-2696

INSTRUCTIONS FOR SAMPLING OF INORGANIC CONTAMINANTS TO MEET EPA COMPLIANCE MONITORING (SDWA)

DISOLVED ORGANIC CARBON/ SUVA

Maximum holding time 48 Hours

*Kits must be shipped "overnight" so that we receive them on Tuesday, Wednesday, or Thursday.
State holidays must be taken into account*

1. The kit consists of 2 glass sample bottles, foam cooler, these instructions, plastic bags, sample identification form and a return address label.
2. **Avoid aeration during sampling;** if the faucet is fitted with an aerator, remove it before sampling. Avoid rubber hoses. **Allow the water to run for 3 to 5 minutes prior to taking the sample.**
3. Fill the sample bottles completely full (zero headspace). Be sure the cap is tightened to prevent leakage during shipment to the laboratory.
4. Fill out a sample identification tag for each system. **Include the system identification number if sampling from a public water system, date and time of sampling, point of collection and your name as the sample collector.** This information is mandatory. If more than one sample is being mailed to the laboratory, please identify all samples and their tags in such a manner that all samples may be correctly identified prior to analysis. Place the sample identification form in the zip-loc plastic bag and seal well. Use waterproof ink; non-waterproof ink will bleed if the tags become wet.
5. **Two Zip-loc bags containing INSUL-ICE™ PACKETS must be placed in the freezer over-night to FREEZE before shipping to maintain the sample temperature at $4\pm 2^{\circ}\text{C}$.** Place the filled sample bottle in a separate zip-loc bag and place the bottle between the INSUL-ICE zip-loc bags inside the shipping carton.

For private well owners or general public customers: samples should be taken from the tap most frequently used to obtain water for drinking. If the sample may be used for litigation purposes, the sample(s) must be collected by a district engineer or registered sanitarian accompanied with a chain of custody.

ENVIRONMENTAL CHEMISTRY LABORATORY SECTION

West Virginia Department of Health and Human Resources

Office of Laboratory Services

4710 Chimney Drive, Suite G

Charleston, WV 25302

Phone: 1(304)965-2694

Fax: 1(304)965-2696

INSTRUCTIONS FOR SAMPLING OF INORGANIC CONTAMINANTS TO MEET EPA COMPLIANCE MONITORING (SDWA)

TOTAL ORGANIC CARBON

Maximum holding time 28 Days

*Kits must be shipped "overnight" so that we receive them on Tuesday, Wednesday, or Thursday.
State holidays must be taken into account*

1. The kit consists of 2 glass sample bottles, foam cooler, these instructions, plastic bags, sample identification form and a return address label.
2. **Avoid aeration during sampling;** if the faucet is fitted with an aerator, remove it before sampling. Avoid rubber hoses. **Allow the water to run for 3 to 5 minutes prior to taking the sample.**
3. **Do not rinse the bottles prior to sampling; they contain a preservative (Phosphoric Acid) that is required by the EPA method.** Fill the sample bottles completely full (zero headspace) **without** overflowing the containers and flushing out the preservative. Be sure the cap is tightened to prevent leakage during shipment to the laboratory.
4. Fill out a sample identification tag for each system. **Include the system identification number if sampling from a public water system, date and time of sampling, point of collection and your name as the sample collector.** This information is mandatory. If more than one sample is being mailed to the laboratory, please identify all samples and their tags in such a manner that all samples may be correctly identified prior to analysis. Place the sample identification form in the zip-loc plastic bag and seal well. Use waterproof ink; non-waterproof ink will bleed if the tags become wet.
5. **Two Zip-loc bags containing INSUL-ICE™ PACKETS must be placed in the freezer over-night to FREEZE before shipping to maintain the sample temperature at 4±2°C.** Place the filled sample bottle in a separate zip-loc bag and place the bottle between the INSUL-ICE zip-loc bags inside the shipping carton.

For private well owners or general public customers: samples should be taken from the tap most frequently used to obtain water for drinking. If the sample may be used for litigation purposes, the sample(s) must be collected by a district engineer or registered sanitarian accompanied with a chain of custody.