

Bottle and Supply Order Form - Client Instructions

Please find below the instructions for completing the new Paracel Bottle and Supply Request Form. Once you have completed this, simply print the page and fax it to Paracel or email it to your local Client Service Representative. If you have any questions at any time, please don't hesitate to call any of the Paracel Service Team, either at your local office or toll free at 1-800-749-1947.

- 1) Determine which tab you need based on your regulatory requirements for this sampling event. Tabs include:

MOE 153/04 (2011) or Misc. Req
MOE 153/04 or TCLP 558 (347)
PWQO (SW)
CCME (GW)
CCME (SW)
CCME (DW)

MOE Drinking Water
MISA or Sewer Use By-Laws
MOE Landfill (GW)
MOE Landfill (SW)
Micro Request - All IAQ Media

- 2) On your selected tab, fill out the required information in the top section:

- Company Name/Contact Name/Client Project No. - Your company and project info
- Delivery Method - please enter one of the following:
 - Courier (locations outside of Paracel's service areas)
 - Paracel Delivery
 - Pick Up - Drop Box (After Hours, locations where avail;
 - Pick Up - local Paracel office

- 3) Regulation Required - While determining which tab to complete is your first step, we understand you may be unsure which form to fill out. By providing us the regulation you require, this enables us to ensure we're providing you the correct containers if the wrong tab was selected initially.

- 4) If DW, which Regulation? - may be either CCME or MOE

- 5) If Water, Surface or Ground? - Since some regulations have specific instructions for surface or groundwater sampling, this enables us to provide you the right containers, preservatives and instructions.

- 6) Date Requested/Date Required By: Today's date and date supplies need to be received by, respectively.

- 7) Additional Supplies/Special Instructions - please complete these sections if you require any additional supplies (Purolator waybills, extra packing material, CoCs) and if you have any additional requests.

Once this form is completed, please email a copy to your local Client Service Representative or paracel@paracellabs.com. Requests can also be faxed to our Ottawa laboratory at (613) 731-9064.

Please Note: If you require your order within 24 hours, please call your local Paracel location with your order so your request can be handled immediately.

Company Name: _____

Additional Supplies Required: _____

Contact Name: _____

Client Project No.: _____

Delivery Method: _____

Regulation Required?: _____

If DW, which Regulation?: _____

If Water, Surface or Ground?: _____

Date Requested: _____

Special Instructions: _____

Date Required By: _____

Lab Info:
Received By: _____
Assigned To: _____
Case #: _____
Completed By: _____

Matrix	Test	Quantity	Blanks		Lab QC		Bottle	Preservative	Hold Time *
			Field	Trip	Req'd?	Qty.			
Water - Inorganics	Bacteria (2 bottles if > 2 tests)						250 mL Sterile PE	30 mg Na ₂ S ₂ O ₃	48 hours
	BOD/CBOD						500 mL HDPE		4 days
	Chlorine						100 mL Amber Glass		24 hours
	COD (if >7days)						40 mL Amber Glass	H ₂ SO ₄	30 days
	Cyanide (free)						125 mL HDPE	10N NaOH	14 days
	General Water Chemistry ¹						500 mL HDPE		14 days for pH otherwise 30 days
	Glycols						40 mL Amber Glass		14 days
	Metals (excluding Cr ^{VI} and Hg)						125 mL HDPE	Field filter, HNO ₃	60 days
	Chromium, hexavalent						40 mL Amber Glass	Field filter, 10N NaOH/NH ₃ buffer	28 days
	Mercury						100 mL Amber Glass	Field filter, HCl	28 days
	Nutrients (TKN, NH ₄)						100 mL Amber Glass	H ₂ SO ₄	28 days
	Phosphorous, total						100 mL Amber Glass	H ₂ SO ₄	30 days
	Phenol						40 mL Amber Glass	H ₂ SO ₄	30 days
	Sulphide						125 mL HDPE	2N Zinc Acetate	7 days
	TOC / DOC						40 mL Amber Glass	H ₂ SO ₄	10 days
Water - Organics	PCB/Pesticides/Herbicides						1 L Amber Glass		14 days
	PAH						1 L Amber Glass		14 days
	SVOCs						1 L Amber Glass		14 days
	Benzo-a-pyrene (Lab Filtered)						1 L Amber Glass	separate bottle required	14 days
	PHC F2-F4 (ext. C ₁₀ to C ₅₀) ³						500 mL Amber Glass		7 days
	TPH(d)						500 mL Amber Glass		7 days
	TPH(g)						2 x 40 mL Amber Glass/Septa Cap		7 days
	TPH(ho)/Oil & Grease						1 L Amber Glass		14 days (unpreserved)
	VOC/BTEX/F1 ²						2 x 40 mL Amber Glass/Septa Cap	no headspace	7 days
	1,4-Dioxane						1 L Amber Glass (if run as A/BN)		14 days
Soil	All tests *exemptions below						120 or 250 mL Glass Jar		* see below
	Grain Size						250 mL Glass Jar or 1L zip lock bag		indefinite
	VOC/BTEX/F1 and/or 1,4-Dioxane						1 x 40 mL vial w/septa cap/syringe/jar	10 mL Methanol (field)	14 days
	Anions/Conductivity								30 days as received (indefinite when dried)
	SVOCs (A/BNs)/PAHs/OC Pesticides								60 days
	Cyanide (free)								14 days as received
	Dioxins and Furans								indefinite
	Fraction Organic Carbon								28 days as received (indefinite when dried)
	Metals (including SAR, HWE B)								180 days (indefinite when dried)
	Chromium (Hexavalent)								30 days as received
	Mercury								28 days
	pH								30 days as received
	PHC F2-F4 (ext. C ₁₀ to C ₅₀)								14 days

¹ Includes chloride, pH

² VOCs/F1 - hold time is 14 days if preserved with HCl or sodium bisulphate

³ F2-F4 - hold time is 40 days if preserved with HCl or sodium bisulphate

* Hold times generally follow MOE 179 and/or EPA methods

The analytical parameters and associated sample collection instructions presented in this form may be revised from time to time due to changes in regulatory and/or method requirements. Users of this form are responsible for ensuring they have downloaded the most current version from Paracel's website.

Company Name: _____
 Contact Name: _____
 Client Project No.: _____
 Delivery Method: _____

Additional Supplies Required: _____

Regulation Required?: _____
 If DW, which Regulation?: _____
 If Water, Surface or Ground? _____

Date Requested: _____
 Date Required By: _____

Special Instructions: _____

Lab Info:
 Received By: _____
 Assigned To: _____
 Case #: _____
 Completed By: _____

Matrix	Test	Quantity	Blanks		Bottle	Preservative	Hold Time *
			Field	Trip			
Water - Inorganics	Bacteria (2 bottles if > 2 tests)				250 mL Sterile PE	30 mg Na ₂ S ₂ O ₃	48 hours
	BOD/CBOD				500 mL HDPE		4 days
	Chlorine				100 mL Amber Glass		24 hours
	COD (if >7days)				40 mL Amber Glass	H ₂ SO ₄	30 days
	Cyanide (free)				125 mL HDPE	10N NaOH	14 days
	General Water Chemistry ¹				500 mL HDPE		7 days for nitrite otherwise 30 days
	Glycols				40 mL Amber Glass		14 days
	Metals (excluding Cr ^{VI} and Hg)				125 mL HDPE	Field filter, HNO ₃	60 days
	Chromium, hexavalent				40 mL Amber Glass		28 days
	Mercury				100 mL Amber Glass	Field filter, HCl	28 days
	Nutrients (TKN, NH ₄)				100 mL Amber Glass	H ₂ SO ₄	28 days
	Phosphorous, total				100 mL Amber Glass	H ₂ SO ₄	30 days
	Phenol				40 mL Amber Glass	H ₂ SO ₄	30 days
	Sulphide				125 mL HDPE	2N Zinc Acetate	7 days
TOC / DOC				40 mL Amber Glass	H ₂ SO ₄	10 days	
Water - Organics	PCB/Pesticides/Herbicides				1 L Amber Glass		14 days
	PAHs				1 L Amber Glass		14 days
	SVOCs				1 L Amber Glass		14 days
	PHC F2-F4 (ext. C ₁₀ to C ₃₀) ²				500 mL Amber Glass		7 days
	TPH(d)				500 mL Amber Glass		7 days
	TPH(g)				2 x 40 mL Amber Glass/Septa Cap		7 days
	TPH(ho)/Oil & Grease				1 L Amber Glass		14 days (unpreserved)
	VOC/BTEX/F1 ²				2 x 40 mL Amber Glass/Septa Cap	no headspace	7 days
	1,4-Dioxane				1 L Amber Glass (if run as A/BN)	no headspace	14 days
Soil	All tests *exemptions below				120 or 250 mL Glass Jar		* see below
	Grain Size				250 mL Jar or 1L zip lock bag		indefinite
	VOC/BTEX/F1				60, 120 or 250 mL Glass Jar	no headspace	7 days
	Anions/Conductivity						30 days as received (indefinite when dried)
	SVOCs (A/BNs)/PAHs/OC Pesticides						60 days
	Cyanide (free)						14 days as received
	Dioxins and Furans						indefinite
	Fraction Organic Carbon						28 days as received (indefinite when dried)
	Metals (including SAR, HWE B)						180 days (indefinite when dried)
	Chromium (Hexavalent)						30 days as received
	Mercury						28 days
	pH						30 days as received
	PHC F2-F4 (ext. C ₁₀ to C ₃₀)						14 days
	TCLP (Leachates)						*see below
	Metals						180 days
	Mercury						28 days
	SVOCs						14 days
	VOCs						14 days

¹ Includes chloride, conductivity, pH, nitrate, nitrite

² VOCs/F1, F2-F4 - 14 days if preserved with HCl or sodium bisulphate

* Hold times generally follow MOE 153 and/or EPA methods

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 Contact Name: _____
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Lab Info:
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Matrix	Test	Quantity	Blanks		Bottle	Preservative	Hold Time *
			Field	Trip			
Water - Inorganics	Bacteria (2 bottles if > 2 tests)				250 mL Sterile PE	30 mg Na ₂ S ₂ O ₃	48 hours
	BOD/CBOD				500 mL HDPE		4 days
	Chlorine ³				100 mL Amber Glass		24 hours
	COD (if >7days)				40 mL Amber Glass	H ₂ SO ₄	30 days
	Cyanide (free)				125 mL HDPE	10N NaOH	14 days
	General Water Chemistry ¹				500 mL HDPE		2 days for turbidity otherwise 14 days
	Glycols				40 mL Amber Glass		14 days
	Metals (excluding Cr ^{VI} and Hg) ⁵				125 mL HDPE	HNO ₃	60 days
	Aluminum (filtered) ⁴				125 mL HDPE	none - see note ⁴	60 days
	Chromium, hexavalent ³				40 mL Amber Glass	10N NaOH/NH ₃ buffer	28 days
	Mercury (filtered) ⁴				100 mL Amber Glass	none - see note ⁴	28 days
	Nutrients (TKN, NH ₄)				100 mL Amber Glass	H ₂ SO ₄	28 days
	Phosphorous, total				100 mL Amber Glass	H ₂ SO ₄	30 days
	Phenol				40 mL Amber Glass	H ₂ SO ₄	30 days
Sulphide ³				125 mL HDPE	2N Zinc Acetate	7 days	
TOC / DOC				40 mL Amber Glass	H ₂ SO ₄	10 days	
Water - Organics	PCB/Pesticides/Herbicides ³				1 L Amber Glass		14 days
	PAHs ³				1 L Amber Glass		14 days
	SVOCs				1 L Amber Glass		14 days
	Benzo-a-pyrene (Lab Filtered)				1 L Amber Glass	separate bottle required	14 days
	PHC F2-F4 (ext. C ₁₀ to C ₅₀) ²				500 mL Amber Glass		7 days
	TPH(d)				500 mL Amber Glass		7 days
	TPH(g)				2 x 40 mL Amber Glass/Septa Cap		7 days
	TPH(ho)/Oil & Grease				1 L Amber Glass		14 days (unpreserved)
	VOC/BTEX/F1 ²				2 x 40 mL Amber Glass/Septa Cap		7 days
1,4-Dioxane				1 L Amber Glass (if run as A/BN)		14 days	
Soil	All tests *exemptions below				120 or 250 mL Glass Jar		* see below
	Grain Size				250 mL Glass Jar or 1L zip lock bag		indefinite
	VOC/BTEX/F1				60, 120 or 250 mL Glass Jar	no headspace	7 days
	Anions/Conductivity						30 days as received (indefinite when dried)
	SVOCs (A/BNs)/PAHs/OC Pesticides						60 days
	Cyanide (free)						14 days as received
	Dioxins and Furans						indefinite
	Fraction Organic Carbon						28 days as received (indefinite when dried)
	Metals (including SAR, HWE B)						180 days (indefinite when dried)
	Chromium (Hexavalent)						30 days as received
	Mercury						28 days
pH						30 days as received	
PHC F2-F4 (ext. C ₁₀ to C ₅₀)						14 days	

¹ Includes alkalinity, pH, turbidity

² VOCs/F1, F2-F4 - 14 days if preserved with HCl or sodium bisulphate

³ Routine MDLs will not meet PWQO. If PWQO criteria required PAHs and PCBs must be analyzed by HR/GC/MS - to be sublet

⁴ Aluminum and Mercury - PWQO criteria based on filtered sample. Samples must be lab filtered then preserved. Aliquots for filtration may be taken from generals bottle

⁵ Many metals criteria are hardness dependent. Ensure that Ca and Mg are included in metals scan

* Hold times generally follow MOE 179 and/or EPA methods

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Company Name: _____
 Contact Name: _____
 Client Project No.: _____
 Delivery Method: _____

Additional Supplies Required: _____

Regulation Required?: _____
 If DW, which Regulation?: _____
 If Water, Surface or Ground? _____

Date Requested: _____
 Date Required By: _____

Special Instructions: _____

Lab Info:

Received By: _____
Assigned To: _____
Case #: _____
Completed By: _____

Matrix	Test	Quantity	Blanks		Bottle	Preservative	Hold Time *
			Field	Trip			
Water - Inorganics	Bacteria (2 bottles if > 2 tests)				250 mL Sterile PE	30 mg Na ₂ S ₂ O ₃	48 hours
	BOD/CBOD				500 mL HDPE		4 days
	Chlorine ⁴				100 mL Amber Glass		24 hours
	COD (if >7days)				40 mL Amber Glass	H ₂ SO ₄	30 days
	Cyanide (free)				125 mL HDPE	10N NaOH	14 days
	General Water Chemistry ¹				500 mL HDPE		7 days for nitrite otherwise 28 days
	Glycols				40 mL Amber Glass		14 days
	Metals (excluding Cd, Cr ^{VI} and Hg)				125 mL HDPE	Field filter, HNO ₃	60 days
	Cadmium (low level)				125 mL HDPE	Field filter, HNO ₃	60 days
	Chromium, hexavalent (low-level)				40 mL Amber Glass	Field filter, 10N NaOH/NH ₃ buffer	28 days
	Mercury (low-level)				100 mL Amber Glass	Field filter, HCl	28 days
	Nutrients (TKN, NH ₄)				100 mL Amber Glass	H ₂ SO ₄	28 days
	Phosphorous, total				100 mL Amber Glass	H ₂ SO ₄	30 days
	Phenol				40 mL Amber Glass	H ₂ SO ₄	30 days
	Sulphide ⁴				125 mL HDPE	2N Zinc Acetate	7 days
TOC / DOC				40 mL Amber Glass	H ₂ SO ₄	10 days	
Water - Organics	PCB/Pesticides/Herbicides ³				1 L Amber Glass		14 days
	PAHs				1 L Amber Glass		14 days
	SVOCs				1 L Amber Glass		14 days
	PHC F2-F4 (ext. C ₁₀ to C ₃₀) ²				500 mL Amber Glass		7 days
	TPH(d)				500 mL Amber Glass		7 days
	TPH(g)				2 x 40 mL Amber Glass/Septa Cap		7 days
	TPH(ho)/Oil & Grease ²				1 L Amber Glass		14 days (unpreserved)
	VOC/BTEX/F1 ²				2 x 40 mL Amber Glass/Septa Cap	no headspace	7 days
	1,4-Dioxane				1 L Amber Glass (if run as A/BN)		14 days
Soil	All tests *exemptions below				120 or 250 mL Glass Jar		* see below
	Grain Size				250 mL Glass Jar or 1L zip lock bag		indefinite
	VOC/BTEX/F1				60, 120 or 250 mL Glass Jar	no headspace	7 days
	Anions/Conductivity						30 days as received (indefinite when dried)
	SVOCs (A/BNs)/PAHs/OC Pesticides						60 days
	Cyanide (free)						14 days as received
	Dioxins and Furans						indefinite
	Fraction Organic Carbon						28 days as received (indefinite when dried)
	Metals (including SAR, HWE B)						180 days (indefinite when dried)
	Chromium (Hexavalent)						30 days as received
	Mercury						28 days
	pH						30 days as received
	PHC F2-F4 (ext. C ₁₀ to C ₃₀)						14 days

¹ Includes chloride, fluoride, pH, nitrate, nitrite, sulphate, TDS
² VOCs/F1, F2-F4 - 14 days if preserved with HCl or sodium bisulphate
³ No CCME GW criterion for PCBs - may default to PWQO which must be analyzed by HR/GC/MS - to be subset
⁴ Routine MDLs will not meet CCME GW
 * Hold times generally follow MOE 179 and/or EPA methods

The analytical parameters and associated sample collection instructions presented in this form may be revised from time to time due to changes in regulatory and/or method requirements. Users of this form are responsible for ensuring they have downloaded the most current version from Paracel's website.

Company Name: _____
 Contact Name: _____
 Client Project No.: _____
 Delivery Method: _____

Additional Supplies Required: _____

Regulation Required?: _____
 If DW, which Regulation?: _____
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Date Requested: _____
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Lab Info:
 Received By: _____
 Assigned To: _____
 Case #: _____
 Completed By: _____

Matrix	Test	Quantity	Blanks		Bottle	Preservative	Hold Time *
			Field	Trip			
Water - Inorganics	Bacteria (2 bottles if > 2 tests)				250 mL Sterile PE	30 mg Na ₂ S ₂ O ₃	48 hours
	BOD/CBOD				500 mL HDPE		4 days
	Chlorine ⁴				100 mL Amber Glass		24 hours
	COD (if >7days)				40 mL Amber Glass	H ₂ SO ₄	30 days
	Cyanide (free)				125 mL HDPE	10N NaOH	14 days
	General Water Chemistry ¹				500 mL HDPE		7 days for nitrite otherwise 28 days
	Glycols				40 mL Amber Glass		14 days
	Metals (excluding Cd, Cr ^{VI} and Hg) ⁵				125 mL HDPE	HNO ₃	60 days
	Cadmium (low-level)				125 mL HDPE	HNO ₃	60 days
	Chromium, hexavalent (low-level)				40 mL Amber Glass	10N NaOH/NH ₃ buffer	28 days
	Mercury (low-level)				100 mL Amber Glass	HCl	28 days
	Nutrients (TKN, NH ₄)				100 mL Amber Glass	H ₂ SO ₄	28 days
	Phosphorous, total				100 mL Amber Glass	H ₂ SO ₄	30 days
	Phenol				40 mL Amber Glass	H ₂ SO ₄	30 days
	Sulphide				125 mL HDPE	2N Zinc Acetate	7 days
TOC / DOC				40 mL Amber Glass	H ₂ SO ₄	10 days	
Water - Organics	PCB/Pesticides/Herbicides ³				1 L Amber Glass		14 days
	PAHs				1 L Amber Glass		14 days
	SVOCs				1 L Amber Glass		14 days
	PHC F2-F4 (ext. C ₁₀ to C ₅₀) ²				500 mL Amber Glass		7 days
	TPH(d)				500 mL Amber Glass		7 days
	TPH(g)				2 x 40 mL Amber Glass/Septa Cap		7 days
	TPH(ho)/Oil & Grease				1 L Amber Glass		14 days (unpreserved)
	VOC/BTEX/F1 ²				2 x 40 mL Amber Glass/Septa Cap	no headspace	7 days
	1,4-Dioxane				1 L Amber Glass (if run as A/BN)		14 days
Soil	All tests *exemptions below				120 or 250 mL Glass Jar		* see below
	Grain Size				250 mL Glass Jar or 1L zip lock bag		indefinite
	VOC/BTEX/F1				60, 120 or 250 mL Glass Jar	no headspace	7 days
	Anions/Conductivity						30 days as received (indefinite when dried)
	SVOCs (A/BNs)/PAHs/OC Pesticides						60 days
	Cyanide (free)						14 days as received
	Dioxins and Furans						indefinite
	Fraction Organic Carbon						28 days as received (indefinite when dried)
	Metals (including SAR, HWE B)						180 days (indefinite when dried)
	Chromium (Hexavalent)						30 days as received
	Mercury						28 days
	pH						30 days as received
	PHC F2-F4 (ext. C ₁₀ to C ₅₀)						14 days

¹ Includes fluoride, pH, nitrate
² VOCs/F1, F2-F4 - 14 days if preserved with HCl or sodium bisulphate
³ No CCME SW criterion for PCBs - may default to PWQO which must be analyzed by HR/GC/MS - to be subset
⁴ Routine MDLs will not meet CCME FWA
⁵ Many metals criteria are hardness dependent. Ensure that Ca and Mg are included in metals scan
 * Hold times generally follow MOE 179 and/or EPA methods

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Lab Info:
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Matrix	Test	Quantity	Blanks		Bottle	Preservative	Hold Time *
			Field	Trip			
Water - Inorganics	Bacteria (2 bottles if > 2 tests)				250 mL Sterile PE	30 mg Na ₂ S ₂ O ₃	48 hours
	BOD/CBOD				500 mL HDPE		4 days
	Chlorine				100 mL Amber Glass		24 hours
	COD (if >7days)				40 mL Amber Glass	H ₂ SO ₄	30 days
	Cyanide (free)				125 mL HDPE	10N NaOH	14 days
	General Water Chemistry ¹				500 mL HDPE		2 days for colour & turb, 7 days for nitrite otherwise 28 days
	Glycols				40 mL Amber Glass		14 days
	Metals (excluding Cr ^{VI} and Hg)				125 mL HDPE	HNO ₃	60 days
	Chromium, hexavalent				40 mL Amber Glass	10N NaOH/NH ₃ buffer	28 days
	Mercury				100 mL Amber Glass	HCl	28 days
	Nutrients (TKN, NH ₄)				100 mL Amber Glass	H ₂ SO ₄	28 days
	Phosphorous, total				100 mL Amber Glass	H ₂ SO ₄	30 days
	Phenol				40 mL Amber Glass	H ₂ SO ₄	30 days
	Sulphide				125 mL HDPE	2N Zinc Acetate	7 days
TOC / DOC				40 mL Amber Glass	H ₂ SO ₄	10 days	
Water - Organics	PCB/Pesticides/Herbicides				1 L Amber Glass		14 days
	PAHs (Benzo(a)pyrene)				1 L Amber Glass		14 days
	SVOCs				1 L Amber Glass		14 days
	PHC F2-F4 (ext. C ₁₀ to C ₅₀) ²				500 mL Amber Glass		7 days
	TPH(d)				500 mL Amber Glass		7 days
	TPH(g)				2 x 40 mL Amber Glass/Septa Cap		7 days
	TPH(ho)/Oil & Grease				1 L Amber Glass		14 days (unpreserved)
	VOC/BTEX/F1 ²				2 x 40 mL Amber Glass/Septa Cap	no headspace	7 days
1,4-Dioxane				1 L Amber Glass (if run as A/BN)		14 days	
Soil	All tests *exemptions below				120 or 250 mL Glass Jar		* see below
	Grain Size				250 mL Glass Jar or 1L zip lock bag		indefinite
	VOC/BTEX/F1				60, 120 or 250 mL Glass Jar	no headspace	7 days
	Anions/Conductivity						30 days as received (indefinite when dried)
	SVOCs (A/BNs)/PAHs/OC Pesticides						60 days
	Cyanide (free)						14 days as received
	Dioxins and Furans						indefinite
	Fraction Organic Carbon						28 days as received (indefinite when dried)
	Metals (including SAR, HWE B)						180 days (indefinite when dried)
	Chromium (Hexavalent)						30 days as received
	Mercury						28 days
	pH						30 days as received
PHC F2-F4 (ext. C ₁₀ to C ₅₀)						14 days	

¹ Includes chloride, colour, fluoride, pH, nitrate, nitrite, sulphate, TDS, turbidity
² VOCs/F1, F2-F4 - 14 days if preserved with HCl or sodium bisulphate
 * Hold times generally follow MOE 179 and/or EPA methods

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Date Requested: _____
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Special Instructions: _____

Lab Info:
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 Case #: _____
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Matrix	Test	Quantity	Blanks		Bottle	Preservative	Hold Time *
			Field	Trip			
Water - Inorganics	Bacteria (2 bottles if > 2 tests)				250 mL Sterile PE	30 mg Na ₂ S ₂ O ₃	48 hours
	BOD/CBOD				500 mL HDPE		7 days
	Chlorine				100 mL Amber Glass		24 hours
	COD (if >7days)				40 mL Amber Glass	H ₂ SO ₄	30 days
	Cyanide (free)				125 mL HDPE	10N NaOH	14 days
	General Water Chemistry ¹				500 mL HDPE		2 days for turbidity, 7 days for nitrite & phosphate, otherwise 14-30 days
	Glycols				40 mL Amber Glass		14 days
	Metals (excluding Hg) ³				125 mL HDPE	Preserve with HNO ₃ upon receipt	60 days
	Mercury				100 mL Amber Glass	HNO ₃ , K ₂ Cr ₂ O ₇	14 days
	Chromium, hexavalent				40 mL Amber Glass	none	5 days
	Lead in Plumbing				1L HDPE	Preserve with HNO ₃ upon receipt- pH must be taken first	60 days
	Nutrients (TKN, NH ₄)				100 mL Amber Glass	none **can be preserved with H ₂ SO ₄	7 days
	Phosphorous, total				100 mL Amber Glass	H ₂ SO ₄	30 days
	Phenol				40 mL Amber Glass	H ₂ SO ₄	30 days
	Sulphide				125 mL HDPE	2N Zinc Acetate + NaOH	30 days
	TOC / DOC				40 mL Amber Glass	none	TOC 7 days / DOC 14 days
Water - Organics	PCB/Pesticides/Herbicides				1 L Amber Glass		20 days / 40 days (after extraction)
	PAHs (Benzo(a)pyrene)				1 L Amber Glass	1 mL of 25% Na ₂ S ₂ O ₃	20 days / 40 days (after extraction)
	SVOCs				1 L Amber Glass		20 days / 40 days (after extraction)
	PHC F2-F4 (ext. C ₁₀ to C ₅₀) ²				500 mL Amber Glass		7 days
	TPH(d)				500 mL Amber Glass		7 days
	TPH(g)				2 x 40 mL Amber Glass/Septa Cap		7 days
	TPH(ho)/Oil & Grease				1 L Amber Glass		14 days (unpreserved)
	PHC F1 ²				2 x 40 mL Amber Glass/Septa Cap		7 days
	VOCs (non-chlorinated water) ²				2 x 40 mL Amber Glass/Septa Cap	no headspace	7 days
	VOCs (chlorinated water)				2 x 40 mL Amber Glass/Septa Cap	10 mg Na ₂ S ₂ O ₃ , no headspace	14 days
	1,4-Dioxane				1 L Amber Glass (if run as A/BN)		14 days

¹ Includes alkalinity, chloride, colour, fluoride, pH, nitrate, nitrite, sulphate, TDS, turbidity
² VOCs/F1, F2-F4 - 14 days if preserved with HCl or sodium bisulphate
³ Where hardness is required ensure that Ca, Mg are added to metals scan
 * Preservation and hold times are based on the MOE Protocols for Drinking Water Sample Collection, April 2009

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Company Name: _____
 Contact Name: _____
 Client Project No.: _____
 Delivery Method: _____
 Regulation Required?: _____
 If DW, which Regulation?: _____
 If Water, Surface or Ground? _____

Additional Supplies Required: _____

Date Requested: _____
 Date Required By: _____

Special Instructions: _____

Lab Info:

Received By: _____
 Assigned To: _____
 Case #: _____
 Completed By: _____

Matrix	Test	Quantity	Blanks		Bottle	Preservative	Hold Time *
			Field	Trip			
Water - Inorganics	Bacteria (2 bottles if > 2 tests)				250 mL Sterile PE	30 mg Na ₂ S ₂ O ₃	48 hours
	BOD/CBOD				500 mL HDPE		4 days
	Chlorine				100 mL Amber Glass		24 hours
	COD (if >7days)				40 mL Amber Glass	H ₂ SO ₄	30 days
	Cyanide (total) or WAD				125 mL HDPE	10N NaOH	7 days
	General Water Chemistry ¹				500 mL HDPE		4 days for pH, cond, 5 for nitrate, 7 for solids otherwise 30 days for anions
	Glycols				40 mL Amber Glass		14 days
	Metals (excluding Cr ^{VI} and Hg)				125 mL HDPE	HNO ₃	30 days
	Chromium, hexavalent				40 mL Amber Glass	none	5 days
	Mercury				100 mL Amber Glass	HCl	7 days
	Nutrients (TKN, NH ₄)				100 mL Amber Glass	H ₂ SO ₄	10 days
	Phosphorous, total				100 mL Amber Glass	H ₂ SO ₄	30 days
	Phenol				40 mL Amber Glass	H ₂ SO ₄	30 days
	Sulphide				125 mL HDPE	2N Zinc Acetate + NaOH	7 days
	TOC / DOC				40 mL Amber Glass	H ₂ SO ₄	10 days
Water - Organics	PCB/Pesticides/Herbicides				1 L Amber Glass		30 days
	PAHs & SVOCs				1 L Amber Glass		30 days
	PHC F2-F4 (ext. C ₁₀ to C ₅₀) ²				500 mL Amber Glass		7 days
	TPH(d)				500 mL Amber Glass		7 days
	TPH(g)				2 x 40 mL Amber Glass/Septa Cap		7 days
	TPH(ho)/Oil & Grease ²				1 L Amber Glass		7 days (unpreserved)
	VOC/BTEX/F1 ²				2 x 40 mL Amber Glass/Septa Cap	no headspace	7 days
1,4-Dioxane				1 L Amber Glass (if run as A/BN)		14 days	

¹ Includes anions, conductivity, nitrate, pH, sulphate, TDS, TSS
² VOCs/F1, F2-F4, Oil & Grease - 14 days if preserved with HCl or sodium bisulphate; sodium thiosulphate should be used if VOC samples are suspected of containing chlorine
 * Preservation and hold times follow MISA Sampling Protocols, January 1999

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Company Name: _____
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 If Water, Surface or Ground? _____

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Date Requested: _____
 Date Required By: _____

Special Instructions: _____

Lab Info:
 Received By: _____
 Assigned To: _____
 Case #: _____
 Completed By: _____

Matrix	Test	Quantity	Blanks		Bottle	Preservative	Hold Time *
			Field	Trip			
Water - Inorganics	BOD/CBOD				500 mL HDPE		4 days
	Chlorine				100 mL Amber Glass		24 hours
	COD (if >7days)				40 mL Amber Glass	H ₂ SO ₄	30 days
	General Water Chemistry ¹				500 mL HDPE		14 days for pH, cond, solids. otherwise 30 days
	Glycols				40 mL Amber Glass		14 days
	Metals (excluding Hg)				125 mL HDPE	Field filter, HNO ₃	60 days
	Mercury				100 mL Amber Glass	Field filter, HCl	28 days
	Nutrients (TKN, NH ₄)				100 mL Amber Glass	H ₂ SO ₄	28 days
	Phosphorous, total				100 mL Amber Glass	H ₂ SO ₄	30 days
	Phenol				40 mL Amber Glass	H ₂ SO ₄	30 days
	Sulphide				125 mL HDPE	2N Zinc Acetate	7 days
	TOC / DOC				40 mL Amber Glass	H ₂ SO ₄	10 days
Water - Organics	PCB/Pesticides/Herbicides				1 L Amber Glass		14 days
	PAH				1 L Amber Glass		14 days
	SVOCs				1 L Amber Glass		14 days
	PHC F2-F4 (ext. C ₁₀ to C ₅₀) ²				500 mL Amber Glass		7 days
	TPH(d)				500 mL Amber Glass		7 days
	TPH(g)				2 x 40 mL Amber Glass/Septa Cap		7 days
	TPH(ho)/Oil & Grease				1 L Amber Glass		14 days (unpreserved)
	VOC/BTEX/F1 ²				2 x 40 mL Amber Glass/Septa Cap	no headspace	7 days
	1,4-Dioxane				1 L Amber Glass (if run as A/BN)		14 days

¹ Includes anions, conductivity, pH, TSS, TDS
² VOCs/F1, F2-F4 - 14 days if preserved with HCl or sodium bisulphate
 * Hold times generally follow MOE 179 and/or EPA methods

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Company Name: _____

Contact Name: _____

Client Project No.: _____

Delivery Method: _____

Regulation Required?: _____

If DW, which Regulation?: _____

If Water, Surface or Ground? _____

Date Requested: _____

Date Required By: _____

Additional Supplies Required: _____

Special Instructions: _____

Lab Info:

Received By: _____

Assigned To: _____

Case #: _____

Completed By: _____

Matrix	Test	Quantity	Blanks		Bottle	Preservative	Hold Time *
			Field	Trip			
Water - Inorganics	Bacteria (2 bottles if > 2 tests)				250 mL Sterile PE	30 mg Na ₂ S ₂ O ₃	48 hours
	BOD/CBOD				500 mL HDPE		4 days
	Chlorine				100 mL Amber Glass		24 hours
	COD (if >7days)				40 mL Amber Glass	H ₂ SO ₄	30 days
	General Water Chemistry ¹				500 mL HDPE		14 days for pH, cond, solids, otherwise 30 days
	Glycols				40 mL Amber Glass		14 days
	Metals (excluding Hg)				125 mL HDPE	HNO ₃	60 days
	Mercury (filtered) ⁴				100 mL Amber Glass	none- see note ⁴	28 days
	Nutrients (TKN, NH ₄)				100 mL Amber Glass	H ₂ SO ₄	28 days
	Phosphorous, total				100 mL Amber Glass	H ₂ SO ₄	30 days
	Phenol				40 mL Amber Glass	H ₂ SO ₄	30 days
	Sulphide				125 mL HDPE	2N Zinc Acetate	7 days
	TOC / DOC				40 mL Amber Glass	H ₂ SO ₄	10 days
Water - Organics	PCB/Pesticides/Herbicides ³				1 L Amber Glass		14 days
	PAHs ³				1 L Amber Glass		14 days
	SVOCs				1 L Amber Glass		14 days
	PHC F2-F4 (ext. C ₁₀ to C ₅₀) ²				500 mL Amber Glass		7 days
	TPH(d)				500 mL Amber Glass		7 days
	TPH(g)				2 x 40 mL Amber Glass/Septa Cap		7 days
	TPH(ho)/Oil & Grease				1 L Amber Glass		14 days (unpreserved)
	VOC/BTEX/F1 ²				2 x 40 mL Amber Glass/Septa Cap		7 days
	1,4-Dioxane				1 L Amber Glass (if run as A/BN)		14 days

¹ Includes anions, conductivity, pH, TSS, TDS
² VOCs/F1, F2-F4 - 14 days if preserved with HCl or sodium bisulphate
³ If PAHs and PCBs are required and are to be compared to PWQO criteria, samples must be analyzed by HR/GC/MS - to be sublet
⁴ MOE SW are generally compared to PWQO. Mercury PWQO criteria based on a filtered sample. Samples must be lab filtered then preserved. Aliquots for filtration may be taken from general bottle
* Hold times generally follow MOE 179 and/or EPA methods

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Company Name: _____

Contact Name: _____

Client Project No.: _____

Delivery Method: _____

Date Requested: _____

Date Required By: _____

Additional Supplies Required:

Lab Info:

Received By:

Assigned To:

Case #:

Completed By:

Special Instructions:

Test	Quantity	Media
Fungi		RCS Rose Bengal strip
Bacteria		RCS Total Count strip
Fungi/Bacteria		Swab
Fungal Propagule		Air-O-Cell Cassette
Fungi		Andersen 2MEA plate
Bacteria		Andersen TSA plate
Fungi		Andersen CELL plate
Fungi		BioTape slide
Asbestos		PCM Cassette
Lead in Wipe		Ghost Wipe

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