



## **A. Sample Rejection**

Samples are rejected for the following reasons:

- Sample was not in an APL approved Environmental Microbiology water sample bottle (see **D. Ordering Supplies**)
- No identification number on the bottle or ice jar
- Identification number on the requisition does not match the number on the bottle or ice jar
- Water sample was frozen
- Water/Ice sample was received more than 6 hours after collection without coolant
- Water/Ice sample was received more than 24 hours after collection (see **F. Water and Ice Sample Labeling**)
- Date and/or time of collection was not indicated or is incomplete
- Date and/or time of collection is later than the date and time of receipt in the laboratory
- Sample leaked in transit
- Test request is not related to water quality for human health
- Bacteriological testing of water related to sale of property and received at the Public Health Laboratory Calgary site
- Insufficient amount of sample received
- Insufficient information provided to verify and/or identify the sample
- Sample does not meet acceptance criteria
- Not within the Public Health Laboratory (ProvLab) required testing mandate (see **I. Public Health Laboratory (ProvLab) Mandated Water Testing**)

## **B. Requisitions**

Ensure accurate completion of the following information to avoid rejection of the sample(s).  
See examples on page 2.

Additional notes when completing a requisition:

- Check the "Resample" box if a drinking water is being re-submitted because of a previous coliform contamination
- Non-Drinking Water samples will NOT be accepted from private submitters. This includes pools, hot tubs, sewage and raw water samples that are not for potability testing for human use and are not being piped into a building.
- Add additional details as required such as study number, Alberta Environment and Parks reference number, and other comments, as required

### **Handling of requisition:**

- Single fold the requisition from top to bottom and insert it into the outer pocket of the specimen bag.



**ALBERTA PRECISION  
LABORATORIES**

Leaders in Laboratory Medicine

# General Test Ordering and Specimen Collection Information – Water and Ice Samples

Current version

## Submitter Information Mandatory

Complete only the fields that pertain to you. The submitter is the person or organization for whom the water supply is for and who will receive and ultimately be responsible for the report which will be sent from the Health Authority. Examples include: *John Doe; Town of Olds; Calgary Grand Hotel – Pool; engineering company, etc.*

Please see section I below for billable samples

Complete **ONE** Section ONLY

ALBERTA PRECISION LABORATORIES  
Leaders in Laboratory Medicine

Microbiological Water Analysis Requisition

Lab Use Only

3056802

Peel and stick ID label onto sample bottle. If this ID label is not affixed to the sample bottle, the sample will be rejected.

3056802

NOTE: Sample will be rejected if date and time of collection are not filled in.  
*(See reverse for sample collection instructions)*

Date of Collection (dd-Mon-yyyy) \_\_\_\_\_ Time of Collection (hh:mm)  AM  PM

**Submitter and Sample Details**

Name of Water Supply (e.g. City/Town/Company/Private Submitter) \_\_\_\_\_

ACCESS # (lab assigned) or Feature Code # (First Nations) \_\_\_\_\_ Alberta Environment Approval # (as applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone (10 digits) \_\_\_\_\_

Collected by (name) \_\_\_\_\_ Collection site (eg kitchen tap, whirlpool #3) \_\_\_\_\_

Collector's Phone \_\_\_\_\_

**Legal Land Description/Location (private homeowners only)**

Provide special details: (e.g. SW 24-38-20-W5, Plan 12345, Block 8, Lot 25) \_\_\_\_\_ GPS Coordinates (see reverse for example)  
Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

**Water Sample Type (check ONE box only - sample may be rejected if more than one checkbox is marked)**

Drinking Water Confirm:  Routine Sample OR  Resample (Coliforms detected in previous sample)  
(choose sample type)

Treated Public/Communal - Source \_\_\_\_\_  Private Household Well \_\_\_\_\_  
 Untreated Public/Communal - Source \_\_\_\_\_  Private Household Other \_\_\_\_\_  
 Ice (unmelted) \_\_\_\_\_

**Recreational or Clinical Water**

Pool greater than 30°C (86°F) \_\_\_\_\_  Clinical Distilled/Deionized (Pre-approved testing only) \_\_\_\_\_  
 Pool less than or equal to 30°C (86°F) \_\_\_\_\_  Clinical Laboratory Reagent Water (Pre-approved testing only) \_\_\_\_\_  
 Beach (Pre-approved testing only) \_\_\_\_\_  Post Reverse Osmosis (Pre-approved testing only) \_\_\_\_\_

**Non-Recreational Raw Water (Water Treatment Plants and Alberta Environment & Parks sample only)**

Ground Water \_\_\_\_\_  Surface Water River \_\_\_\_\_  
 Surface Water Lake \_\_\_\_\_  Surface Water Other \_\_\_\_\_  
 Sewage \_\_\_\_\_

Remarks/Requests \_\_\_\_\_ Health Agency Name and Submitter ID \_\_\_\_\_

190162 (Rev2024-09)

**Mandatory:** Sample bottle must be labeled with this sticker

**Mandatory:** Record date and time of collection

Collector / Sample Information

Private Homeowners **ONLY**

Name and address of Health Agency that is nearest to the collection site. To confirm Contact 1-833-476-4743

Previous version

**Mandatory:** Record Date/Time of sample collection

Check **ONE** box ONLY

Alberta Health Services PROVLAB

Microbiological Water Analysis Requisition

Peel and stick this ID label 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.

1234567

Date of Collection (YYYY MM DD) \_\_\_\_\_ Time of Collection (HH:MM)  AM  PM

**Sample Details**

Water Supply For (Name): \_\_\_\_\_

ACCESS # (lab assigned) or Feature Code # (First Nations) \_\_\_\_\_

EAP Approval # (Alberta Environment) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone # (10 digits) \_\_\_\_\_

Collected By: (Print name clearly) \_\_\_\_\_

Collector's Phone # (10 digits) \_\_\_\_\_

Collection Site (eg. kitchen tap or whirlpool #3) \_\_\_\_\_

**Legal Land Description: (private homeowners only)**

QTR:	Section	Twp	Range	W of __M
<input type="checkbox"/> NE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> NW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GPS coordinates: (Private homeowners only)  
(up to 6 decimal places, see reverse for example)  
Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

Health Agency Name and Address \_\_\_\_\_

Remarks/Requests \_\_\_\_\_

**Mandatory:** Sample bottle is to be labeled with this sticker

**Submitter information**  
Complete only the fields that pertain to you. The submitter is the person or organization for whom the water supply is for and who will receive and ultimately be responsible for the report which will be sent from the Health Authority. Examples include: *Jane Doe, Town of Olds, Calgary Grand Hotel – Pool, engineering company, etc.*

Collector information

Sample information

Private Homeowners **only**

Name and address of Health Agency, that is nearest to the collection site



### C. How to Collect a Water Sample for Bacteriological Analysis

- Refer to the following website for information on water sampling: [Sample Your Water | Alberta Health Services](#)
- Contact your local Alberta Health Services (AHS) Environmental Health Zone/Agency: [Environmental Public Health | Alberta Health Services](#)

### D. Ordering Supplies

- Use only sample bottles (200 mL), ice jars and requisition forms distributed by the Public Health Laboratory (ProvLab)
- Public Health supplies for regulatory water testing are available from your local Alberta Health Services (AHS) Environmental Health Zone/Agency
- Find the closest Zone/Agency location for bottle pick up and drop off: [Environmental Public Health - Water Sample Bottle Pick-up and Drop-off - InformAlberta.ca](#)
- For water samples relating to the sale of real estate in the Edmonton and North zones, and Red Deer area, water collection supplies are available from your local APL Patient Service Centre: [Book an Appointment | Alberta Precision Laboratories](#) (under Community Lab Locations)
- Supplies may also be ordered through the appropriate Public Health Laboratory (ProvLab) site by completing the form [Environmental Waters Specimen Collection Kit / Requisition Order Form](#) or contacting:
  - Edmonton Distribution Centre: Phone 780-407-8971
  - Calgary Packing room: Phone 403-944-2583

### E. Submission of Ice Samples for Analysis

- Bacteriological analysis of packaged ice will be performed only when authorized by Environmental Public Health personnel. Samples should be submitted in sterile ice collection jars (see **D. Ordering Supplies**).

### F. Water and Ice Sample Labeling

- Detach the identification number label from the requisition form and affix to the corresponding sample bottle/ice jar. **Note: Unlabeled bottles and ice jars will be rejected.**

### G. Water and Ice Sample Delivery

- Routine samples to be delivered to the laboratory Monday to Friday. Sample(s) sent to the laboratory during the weekends and statutory holidays should be for urgent processing only. Notify the lab prior to sending urgent samples.
- Routine samples received after 3:30 pm on Friday, the day before a statutory holiday, APL in-lieu day, or on the weekend will be regarded as "received on the weekend" and will not be tested without prior approval (see below).
- NOTE: Urgent sample(s) that must be submitted after regular hours must be approved by Environmental Public Health (1-833-476-4743) and the Environmental Microbiology Program Leader



or Microbiologist on-call (Edmonton: 780-407-7121 or Calgary: 403-944-1200). This primarily pertains to samples connected to an event or incident whereby the Public Health Inspector on call can coordinate with the appropriate Public Health Laboratory (ProvLab) site for incoming samples.

Drop off samples at or arrange to have samples delivered to your local AHS Environmental Public Health Zone/Agency or to the nearest Public Health Laboratory (ProvLab) site:

**Public Health Laboratory (ProvLab) North**

8440-112 Street, Edmonton, AB, T6G 2J2

Phone: 780-407-8925 Fax: 780-407-8984

Water Sample Inquiries: E-mail [pri.waters-edmonton@ahs.ca](mailto:pri.waters-edmonton@ahs.ca)

- Monday to Sunday: 24 hour/day drop off available
- Enter the University of Alberta Hospital using one of the public access entrances. Proceed to the Microbiology lab (2B4.04) and drop off the sample(s) into the coolers sitting on the marked cart located in the hallway outside the Microbiology specimen receiving window.

**Public Health Laboratory (ProvLab) South**

3030 Hospital Drive NW, Calgary, AB, T2N 4W4

Phone: 403-944-1215, ext. 5 Fax: 403-270-2216

Water Sample Inquiries: E-mail [pri.waters-calgarytech@ahs.ca](mailto:pri.waters-calgarytech@ahs.ca)

- Monday to Friday: 7:00 am to 11:00 pm
- Saturday: 7:00 am to 6:00 pm
- Sunday/Stat Holidays: 7:00 am to 5:00 pm
- Specimen(s) drop-offs after 7:00 pm (Monday to Friday ONLY): Use the phone outside the front doors to the laboratory as soon as possible (west entrance) to contact staff.

Deliver to the laboratory as soon as possible. If there is a delay of **more than six hours**, samples **must be refrigerated** (not frozen).

Note: Samples received in the Environmental Microbiology Laboratory more than 24 hours from the time of collection will be rejected.

Laboratory hours of operation:

Public Health Laboratory (ProvLab) North: Monday to Friday 8:00 am to 4:30 pm

Public Health Laboratory (ProvLab) South: Monday to Friday 8:00 am to 4:15 pm

Note: Routine samples received after 3:30 pm on Friday, the day before a statutory holiday, APL in-lieu day will be rejected.

**Exceptions:**

**Recreational beach samples:** Refer to [Water Natural Recreation \(Beach\)](#) in the APL Test Directory for more information.

**Water screen for real estate:** Refer to [Water Screen for Real Estate](#) in the APL Test Directory for more information.

- Transport of sample(s) should be in a hard/rigid plastic surface cooler (styrofoam coolers are NOT acceptable). Frozen cold packs MUST be added to maintain a temperature of 2 to 8°C until they reach the laboratory. Ensure that return address information is readily available on the cooler by writing location identifier onto cooler, as well as by having a reversible address card sleeve securely affixed to a flat surface of the cooler (lid or side). Samples should not be placed in direct contact with frozen cold packs.



Proper Labelling and Packaging of Specimens Submitted by the Public



**H. Requests for Examination of Specific Pathogens in Water Samples (e.g. *Salmonella*, *E. coli* O157-H7, *Legionella*, *Giardia*, or *Cryptosporidium*)**

- **Prior to collection and submission of any sample(s):**
  - Contact the University of Alberta Hospital switchboard at 780-407-8822 and ask for the Environmental Microbiology Program Lead. If unavailable, please contact the Public Health Laboratory (ProvLab) Microbiologist/Virologist on-call (Edmonton: 780-407-7121 or Calgary: 403-944-1200)

**I. Public Health Laboratory (ProvLab) Mandated Water Testing**

- Contact Environmental Public Health Safe Healthy Environments (1-833-476-4743) to determine if the water sample must be tested at Prov Lab and to obtain results.  
[Sample Your Water | Alberta Health Services](#)
- To create an account with APL for non-mandated water sample testing:
  - Refer to [Use of ProvLab for Drinking Water Bacteriological Samples Related to New Water Main Projects](#) and [Information Sheet for Water Testing for Real Estate Purposes](#)
  - Contact [APL.Clients@albertaprecisionlabs.ca](mailto:APL.Clients@albertaprecisionlabs.ca).