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**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

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**PLEASE POST OR DISTRIBUTE AS WIDELY AS APPROPRIATE**

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**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- Destroy outdated versions of the requisitions once you have an adequate supply of the new requisitions.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](mailto:Norman.neumann@albertahealthservices.ca) or
- Edie Ashton, Manager, Environmental Microbiology, ProvLab at: 780-407-8563 or email: [Edie.ashton@albertahealthservices.ca](mailto:Edie.ashton@albertahealthservices.ca)

**This bulletin has been reviewed and approved by:**

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



Microbiological Water Analysis Requisition

Lab Use Only

This is the requisition ID #

01194

01194

DO NOT write in this area

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

Record DATE of collection

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

Record TIME of collection

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

Sample Collection Details

Sample Collected by (print name clearly)

Record collector information

Collector's Phone # (10 digits)

Collection Site Details

Access # (lab assigned) or Feature Code # (First Nations)

Record unique submitter #'s as applicable

AESRD Approval # (Alberta Environment Samples)

Facility or Homeowner Name

Mailing Address

Record submitter information

City

Province

Postal Code

Phone # (10 digits)

Record collection site information

Collection Site (e.g. kitchen tap)

Sample Collector: Check ONE box

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

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				
<input type="checkbox"/> SE	Lot	Block	Plan	
<input type="checkbox"/> SW				

Private homeowners: Complete LLD and/or GPS

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

Remarks/Requests

All submitters: Include additional information

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:**

8440 – 112 Street  
 Edmonton, AB  
 T6G 2J2  
 Tel: 780 407 8925  
 Fax: 780 407 8984

3030 Hospital Drive NW  
 Calgary, AB  
 T2N 4W4  
 Tel: 403 944 1215  
 Fax: 403 270 2216