

To: All Drinking Water Utilities, TDOH, TDEC, Tourism and TDA  
From: Division of Laboratory Services, Environmental Microbiology *1/25/23*  
Date: January 25, 2023  
**Subject: New Forms and Shipping Material Directions**

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## **NOTICE: CHANGE IN LABORATORY FORMS AND SHIPPING**

Effective **January 2023**, new water bacteriological analysis forms will be implemented to better reflect chain of custody procedures. All sample supplies shipped out will now have new sample forms included.

The cardboard cans that have been included as shipment supplies are no longer available: therefore, each bottle will come with a bubble wrap envelope.

Please see the attached instructions for completing the form, labeling samples, and sample submission to the laboratory.

**For questions regarding new forms or shipping wrappers, please contact Kristin Dunaway at [Kristin.dunaway@tn.gov](mailto:Kristin.dunaway@tn.gov) or 615-262-6337.**

### **Instructions for Completing Forms**

Notable changes to the form include:

- Inclusion of Chain of Custody in the form will require samplers to fill out the "FROM:" line shown in the red box below. The "From" line: will be filled out when the samples are prepared for shipment.

NOTE: Though they are no longer pink, please continue to fill out the PWS ID Number, Sample Date, Sample Time, Sample Type and Chlorine Residual as appropriate.

The image shows form 1575, 'Tennessee Dept. of Health, Division of Lab Services'. The 'CHAIN OF CUSTODY' section is highlighted with a red box. The first row of the table is highlighted in red, showing the 'FROM' line. The 'EXAMINATION REQUESTED' field contains '27201'. The 'PLACE LABEL HERE (Lab Use Only)' instruction is present above the table.

FROM:	DATE/TIME
TO:	DATE/TIME
FROM:	DATE/TIME
TO:	DATE/TIME
FROM:	DATE/TIME
TO:	DATE/TIME
DISPOSED/USED:	DATE/TIME

- The remaining Chain of Custody lines are for lab use only.

The image shows form 1575, 'Tennessee Dept. of Health, Division of Lab Services'. The 'CHAIN OF CUSTODY' section is highlighted with a red box. The 'TO' lines are highlighted in red. The 'EXAMINATION REQUESTED' field contains '27201'. The 'PLACE LABEL HERE (Lab Use Only)' instruction is present above the table.

TO:	DATE/TIME
FROM:	DATE/TIME
TO:	DATE/TIME
FROM:	DATE/TIME
TO:	DATE/TIME
DISPOSED/USED:	DATE/TIME

If requesting a test not listed, please write it in under the Examination Requests field.

The image shows form 1575, 'Tennessee Dept. of Health, Division of Lab Services'. The 'EXAMINATION REQUESTED' field is highlighted with a red box and contains '27201'. The 'PLACE LABEL HERE (Lab Use Only)' instruction is present above the 'CHAIN OF CUSTODY' table.

FROM:	DATE/TIME
TO:	DATE/TIME
FROM:	DATE/TIME
TO:	DATE/TIME
FROM:	DATE/TIME
TO:	DATE/TIME
DISPOSED/USED:	DATE/TIME

**Instructions for Labeling Water Samples**

1. Complete the information on the perforated security label located on the analysis form indicated in the red box below.

**27201**

EXAMINATION REQUESTED

TOTAL COLIFORM (TC)

F. COLI (FC)

FECAL COLIFORM (FC)

SEND COPY OF RESULTS TO:

PLACE LABEL HERE (Lab Use Only)	
CHAIN OF CUSTODY	
FROM	DATE/TIME
TO	DATE/TIME
FROM	DATE/TIME
TO	DATE/TIME
FROM	DATE/TIME
TO	DATE/TIME
DISPOSED/USED	DATE/TIME

DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_  
SUBMIT SAMPLE IN SAME DATE/TIME UNION COLLECTION AFTER LABEL IS AFFIXED TO BOTTLE

27201

TENNESSEE DEPT. OF HEALTH, DIVISION OF LAB SERVICES

WATER BACTERIOLOGICAL ANALYSIS

2. Remove the perforated label from the analysis form and affix to the bottle as shown below. To ensure tamper proofing, please place the label over the lid and neck of the bottle.



**Instructions for Shipping Samples to the Lab**

1. Due to changes in manufacturing, the cardboard cans are no longer available to the laboratory. In lieu of cans, the laboratory will utilize individual bubble wrap envelopes (shown below).



2. Wrap the field form around the bottle and then place the bottle in the wrapper and seal it (wrapper is self-sealing):



3. If shipping, please put sealed samples into a secondary box for shipment.