



Victoria: Unit 1, 851 Viewfield Rd, Victoria, BC V9A 4V2 Ph: (250) 385-6112 Toll Free: (833) 282-5227  
Courtenay: 2755 B Moray Ave, Courtenay, BC V9N 8M9 Ph: (250) 338-7786 Toll Free: (833) 282-5227

## DRINKING WATER SUBMISSION CHAIN OF CUSTODY RECORD

ENV COC - 00022/2 - COC1035

BV Job #:

Company (Invoicing): \_\_\_\_\_  
Company (Reporting): \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**VANCOUVER ISLAND HEALTH AUTHORITY**  
Medical Health Officer: 1.800.204.6166  
Drinking Water Officer: 250.755.6215

### Lab Use Only

Please note your invoice may be subject the  
current minimum bill charge.

Payment Received: Yes ☐ No ☐

### After Hours Contact #:

☐

Regular Turnaround Time (TAT)  
(5 days for most tests)

☐

**RUSH** Please contact the lab  
**Surcharges will be applied**

Project Name: \_\_\_\_\_ Date Required: \_\_\_\_\_

### SPECIAL INSTRUCTIONS:

Return Cooler ☐ Ship Sample Bottles (please specify) ☐

Sample Identification (Sample Location &/or Description)		Sample Location (eg. Tap, Wellhead)	Date Sampled (24hr)			Time Sampled (24hr)		Select Yes (Y) or No (N) for each sample	Samples from a Drinking Water Source? Y/N	Does source supply multiple households? Y/N	Are individuals drinking this water? Y/N	Are you currently on a boil water advisory? Y/N	Indicate analysis requested by entering "X" in cell below (for each sample)				Report Drinking Water Criteria DW/G20
			YYYY	MM	DD	HH	MM						Drinking Water Scan	Home Safety Scan	Total Metals Scan including Hardness & Hg	Total Coliform and E. Coli	
1																	X
2																	X
3																	X
4																	X
5																	X

\*UNLESS OTHERWISE AGREED TO IN WRITING, WORK SUBMITTED ON THIS CHAIN OF CUSTODY IS SUBJECT TO BUREAU VERITAS STANDARD TERMS AND CONDITIONS. SIGNING OF THIS CHAIN OF CUSTODY DOCUMENT IS ACKNOWLEDGMENT AND ACCEPTANCE OF OUR TERMS AND CONDITIONS WHICH ARE AVAILABLE FOR VIEWING AT WWW.BVNA.COM/TERMS-AND-CONDITIONS OR BY CALLING THE LABORATORY LISTED ABOVE TO OBTAIN A COPY.

Print name and sign			Print name and sign			Laboratory Use Only						
*Relinquished By:	Date (yyyy/mm/dd):	Time (24 hr):	Received by :	Date (yy/mm/dd):	Time (24hr):	Time Sensitive <input type="checkbox"/>	Temperature on Receipt (°C):		Custody Seal	Yes	No	N/A
							A) <input type="text"/> B) <input type="text"/>	Present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
							Just sampled & rec'd on ice: <input type="checkbox"/>		Intact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*IT IS THE RESPONSIBILITY OF THE RELINQUISHER TO ENSURE THE ACCURACY OF THE CHAIN OF CUSTODY. AN INCOMPLETE CHAIN OF CUSTODY MAY RESULT IN ANALYTICAL TAT DELAYS AND SAMPLES ANALYZED OUTSIDE REGULATORY HOLD TIMES.

**All information on this form must be completed before testing can commence.**

If your drinking water source services two or more homes, we strongly recommend that you contact local health authorities to find out how the Drinking Water Protection Act applies to this system. Please be aware that, in this situation, we are legally obligated to report results directly to local health authorities.

### Sample Collection

For determining drinking water quality, samples should be representative of the water that will be consumed; therefore, we suggest sampling at the kitchen tap. However, other sampling locations may be used to determine pre-treatment water quality or for troubleshooting purposes.

1. Remove aerator/screen from faucet.
2. Let the water run for 5 minutes.
3. Label the bottle with your name, date and time you are taking the sample.
4. Fill all bottle(s) provided. Take care not to touch the inside of the bottle or underside of cap.
5. Cap the sample and place it in fridge or small cooler with icepack.

**Remember:** It is important that you do not contaminate the sample as you handle the container. Wash your hands before you start and be careful not to touch the rim of the bottle or the inside of the cap.

### DON'T:

- Don't rinse or boil any bottle you receive from the lab.
- Don't let the sample sit out overnight, please refrigerate.
- Don't freeze the sample.

### Sample Transportation & Delivery

1. Samples should arrive at the laboratories (Courtenay or Victoria) within 24 hrs of sampling. Ship samples between Monday and Thursday to avoid lab scheduling conflicts.
2. The sample should be kept cool during transit (<8°C - refrigerated or packed on ice).
3. Fill out the Chain of Custody (COC) form beside these instructions and submit with the sample. Incomplete or missing COC's will result in delays impacting turnaround time and the lab's ability to proceed with time sensitive tests.
4. Delivery Options:  
Personally deliver samples to Courtenay or Victoria (Samples will be forwarded to Burnaby on your behalf unless analysis is completed locally in Courtenay. Please consider sample hold times.)  
Overnight shipping to Burnaby: If you ship a sample on the same day that it was collected you can use an overnight courier.  
Same day shipping: Available in some areas. Please contact the lab for details.