

**Horizon Customer ID:** \_\_\_\_\_

<b>Payment Information</b>		Total Amount: \$ _____
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> Invoice		Card #:
		Exp date:
		CVV Code:

**Customer Information:**

Name:	_____
Address:	_____
Tel:	_____
Email:	_____

**Dairy Producers Only**

Producer #: \_\_\_\_\_

Lab Sample ID	Sample Description	Date Sampled	Time Sampled	Sample Temp (°C)	B1	B2
			<input type="checkbox"/> AM <input type="checkbox"/> PM			
			<input type="checkbox"/> AM <input type="checkbox"/> PM			
			<input type="checkbox"/> AM <input type="checkbox"/> PM			
			<input type="checkbox"/> AM <input type="checkbox"/> PM			

<b>BACTERIA</b>		<b>CHEMISTRY</b>		<b>DAIRY (Indicate Quantity)</b>	
Total Coliforms & E.coli/**	Total Coliforms , E.coli & HPC**	BASIC Drinking Water Quality	ADVANCED Drinking Water Quality	Components (fat, protein, lactose, other solids)	
		Mi2	Mi2HL	Somatic Cell Count (SCC)	
		Mi2	HL+	Individual Bacteria Count (IBC)	
		TM29	SE	Antibiotics: Charm Tric; Devotest	DRUG NAME
			Pb	Milk Bacteria SPC ( Indicate Below )	
			N	Iodine in Milk	
				Milk Pregnancy	

\*\* See statement below

**For Lab Use Only:**

Received By:	_____		
Date:	_____	Time:	_____
Chemistry Batch ID:	_____		
Bacteria Batch ID:	_____		
Dairy Batch ID:	_____		

**Lab Comments:**

Sample Received in Good Condition:	
<input type="checkbox"/> YES	<input type="checkbox"/> NO*

<input checked="" type="checkbox"/>	<b>Milk Bacteria SPC Test</b>	<b>Sample QTY:</b>
	Aerobic Bacteria	
	Coliforms Bacteria	
	Thermoduric (LPC) Bacteria	
	Preliminary Incubation Bacteria	

**DISCLAIMER:**

Horizon Lab does not provide advice or consultation with respect to the test results. For water, please contact the Manitoba Water Stewardship Office of Drinking Water at (204) 945-5762 if you need information. For Dairy, please contact Dairi Farmers of Manitoba at 204-488-6455. According to The Personal Information Protection and Electronic Documents Act (PIPEDA), Horizon Lab is committed to maintaining confidentiality of information collected.

**LIABILITY WAIVER:**

Limitation of liability. In no event shall Horizon Lab Ltd. or its partners, employees, agents or affiliates be liable for damages of any kind including, without limitation, any direct, special, indirect, punitive, incidental or consequential damages including, without limitation, any loss or damages in the nature of or relating to lost business or lost profits arising from your use of or reliance upon any test performed by Horizon Lab Ltd. regardless of the cause and whether arising in contract (including fundamental breach), tort (including negligence), or otherwise. \*Customer is aware that the samples have not met requirements stated in page2 and understand that the results may not reflect the true value, but will still continue with analysis.

By signing this form you acknowledge you have read and understand the conditions set out above.

\*\*Note: For B1 and B2 samples received between 30 and 45 hours from collection time, only a presence absence test will be performed for the Total Coliform and E.Coli. If this is not acceptable check here  and your sample will be discarded if over 30 hours. \*\*\*see page 2 for details.

**DO NOT USE CANADA POST TO SHIP**

Customer Signature: \_\_\_\_\_

**WATER SAMPLES**

\*\*\*Samples for bacteria and chemical testing **MUST** be submitted in separate containers.

**BACTERIAL SAMPLE REQUIREMENTS**

- Samples must be submitted in bottles supplied by Horizon Lab.
- Samples must be kept cool, but not frozen.
- Samples must arrive to the lab within 24 hours of sampling.
- Samples must be packed in such a way to minimize potential for breakage. Horizon Lab is not responsible for any costs arising from damage caused to samples prior to receipt in the lab.

**BACTERIAL SAMPLING INSTRUCTIONS:**

1. If sample is collected from an indoor tap, remove the aerator screen from the end of the tap.
2. Sterilize the end of the tap as follows:
  - a) If the faucet is made of metal, flame it for 20 seconds with a lighter.
  - b) Use either 5.25% bleach or 60% isopropyl alcohol to clean the end of the tap.
3. Allow cold water tap to run for 2 to 3 minutes prior to sampling.
4. Remove the plastic seal from the sterile sample bottle and unscrew the cap (do not touch the inside of the cap or bottle).
5. **DO NOT** rinse the bottle.
6. Fill to the 100-ml line indicated on the bottle.
7. Cap the bottle being careful not to contaminate the cap.
8. Write the date and time of sampling on the bottle label. If submitting more than one sample, clearly identify each sample on the label and the form.
9. Keep the sample cool and submit to the lab.

\*\*\*Samples received up to 30 hours from collection time will have a quantitative result (Ex. 45 MPN). Samples received between 30 hours and 45 hours will have a qualitative result (Ex. Coliform Bacteria Present). If Not acceptable is checked off, testing will not be performed and customers will receive notification by phone or email.

## DO NOT USE CANADA POST TO SHIP SAMPLES.

- Samples do not come directly to lab and tracking information may not be accurate.

**SAMPLE SUBMISSION**

- **BACTERIA** samples can be dropped off Monday to Friday 8:30-4:00 pm. Samples being sent should arrive in the lab no later than Friday 2:00pm.
- **CHEMISTRY** samples can be dropped off Monday to Thursday 8:30-4:00 pm.
- Payment must be made at the time of sample submission. Horizon Lab accepts many forms of payment including cash, debit, MC, VISA, & cheque. Cheques should be made payable to Horizon Lab. Debit not available if samples sent by mail / courier.

**PROCESSING TIME:**

- **BACTERIA** sample certificates will be sent to the customer within 7 days.
- **CHEMISTRY** sample certificates will be sent to the customer within 14 days.
- For your convenience, as part of our Going Green initiative, we will provide you with an electronic version of your sample results in lieu of hard copies when an email address is provided.

**MILK SAMPLE REQUIREMENTS:**

- Samples must be properly identified with supplied barcode labels. These labels must be applied to the vial lids. The vials should be filled to the line indicated on the vial.
- For components, MUN, and SCC tests, samples should have preservative pills (D & F 800 Broad Spectrum Microtabs). If samples are fresh and without a preservative pill, they must be maintained cold, and arrive at the lab  $\leq 7^{\circ}\text{C}$ .
- For antibiotics and bacteria tests, samples must arrive without preservative pill and kept cold and arrive at the lab  $\leq 4^{\circ}\text{C}$ . Samples must have identification (ie barcode or producer number, or cow number), and date of sampling. High fat samples (greater than 6.0%) may cause invalid results for Antibiotic test.
- Samples must be clean and testable, with no visible debris, particles, or blood. Dirty samples cannot be tested.

**ANALYSIS REQUEST / CHAIN OF CUSTODY RECORD**
**CHEMICAL SAMPLE REQUIREMENTS**

- Samples should be submitted in HDPE bottles supplied by Horizon Lab. Please contact the lab or look at Price list to see adequate sample volume size.
- Samples must arrive to the lab within 36 hours of sampling, with the exception of AG samples, which must be within 20hours.
- Samples must be packed in such a way to minimize potential for breakage. Horizon Lab is not responsible for any costs arising from damage caused to samples prior to receipt in the lab.
- Minimize visible debris, particles, additional substance matter and discoloration during sampling.

**CHEMICAL SAMPLING INSTRUCTIONS:**

**LEAD:** Contact Lab or consult government website for special sampling instructions specific to Lead analysis.

**For all other chemical tests:**

1. Allow cold water tap to run for 2 to 3 minutes prior to sampling.
2. Rinse the bottle thoroughly by filling it part way with water, capping it, and shaking it.
3. Repeat rinsing process.
4. Fill the container completely with the sample and tighten the cap.
5. Label the bottle with the date and time of sampling. If submitting more than one sample, clearly identify each sample on the label and form.
6. **500 ml** of sample is required for Chemical tests. An additional **1L** is required for Lead.

**Consult [Horizonlab.ca](http://Horizonlab.ca) for current explanation of test package codes as well as current pricing.**