

**New Jersey Department of Health
Public Health and Environmental Laboratories
Environmental and Chemical Laboratory Services**

For Physical Delivery:

3 Schwarzkopf Drive
Ewing, NJ 08628

Sample Receiving

Phone: (609) 530-2773
(609) 530-2753

For USPS Mail Delivery:

PO Box 361
Trenton, NJ 08625-0361

INSTRUCTIONS FOR COMPLETING SAMPLE SUBMITTAL FORMS:

Sample submittal forms are legal records. To guard against misinterpretation, invalidation, fraudulent, or compromised data:

1. Make entries neat and legible.
2. Use black or blue pens. Do not use pencil.
3. If a correction or modification is necessary:
 - a. Make a single strike through line on the incorrect item; write in the correct information; date and initial the change.
 - b. Do not use Wite-Out[®], Liquid-Paper[®], correction tape or fluid, and do not write over the item in need of correction.
4. Where requested, print names in full. Initials are not acceptable.
5. Sample delivery personnel must remain in the PHEL/ECLS Sample Receiving area until temperatures are taken, sample preservation checks are performed, and sample submittal forms are reviewed and deemed acceptable.
6. For more information visit the PHEL website at: <http://nj.gov/health/phel/index.shtml>

MICROBIOLOGY SAMPLE HANDLING:

1. Samples that require thermal preservation are acceptable if the arrival temperature of a representative sample container meets the method or mandated temperature requirement of 1–5° C.
2. Samples delivered on the same day they are collected shall be considered acceptable if the samples were received on ice.
3. Microbiological samples from known chlorinated sources (such as wastewater effluent), unknown sources where chlorine usage is suspected (such a new client or a new source), and all potable water sources (including source water) shall be checked for absence of chlorine residual.