

# Request for urgent analysis of water samples

This form is to be used when requesting urgent analysis of a water sample.

## Procedure

1. Ring the appropriate Laboratory contact to discuss sample receipt and reporting arrangements outside of business hours.

For samples requiring microbiological analysis, contact the NSW Health Pathology (NSWHP) Westmead – Core Microbiology Laboratory. If unanswered, ring the Section Manager of the Core Microbiology Laboratory.

For samples requiring chemical analysis, ring the Water Chemistry Laboratories at FASS. If unanswered, ring the Operations Director, Forensic and Environmental Toxicology, FASS.

2. Fill out this request form.
3. Obtain authorisation for this request from the Public Health Unit Director or Delegate.  
(The delegate may be an Acting Director, Public Health Unit Environmental Health Officer or a Public Health Officer appointed under Section 121 of the Public Health Act 2010, Chief Health Officer, Director Health Protection, Director Environmental Health or an officer of the Water Unit).
4. Email the form to the appropriate Laboratory.
5. Submit a hard copy of this form with the samples, including details of sampling dates and times.

Consignments requiring only microbiological analysis should be sent to the NSWHP Westmead – Microbiology laboratory.

Consignments requiring only chemistry analysis should be sent to NSWHP FASS Stores.

Consignments with both microbiology and chemistry samples should be sent to the NSWHP Westmead – Microbiology laboratory.

## Contact Details

Contact	Telephone		Email
	Working Hours	After Hours	
Westmead - Core Microbiology Laboratory	02 8890 6255	0419 215 490	<a href="mailto:NSWPATH-fassmicrobiology@health.nsw.gov.au">NSWPATH-fassmicrobiology@health.nsw.gov.au</a>
Section Manager, Core Microbiology Laboratory, Westmead	02 8890 6255	0402 832 413	
FASS- Water Chemistry Laboratories	02 9646 0284	0413 984 105	<a href="mailto:NSWPATH-FASS-CET-TI@health.nsw.gov.au">NSWPATH-FASS-CET-TI@health.nsw.gov.au</a>
Operations Director, Forensic and Environmental Toxicology, FASS	0407 640 136	0407 640 136	

## Information Required

Submitted By:		Organisation:
Authorised By:		PHU:
Analysis Type:	Microbiological <input type="checkbox"/> Chemical <input type="checkbox"/>	Other: _____
Reason for Submission:	<i>E. coli</i> detected in a previous sample <input type="checkbox"/> Boil water alert <input type="checkbox"/> Treatment process alert <input type="checkbox"/> Chemical Health guideline value exceeded <input type="checkbox"/> Suspected water-associated illness <input type="checkbox"/> Water quality incident investigation <input type="checkbox"/> Suspected contamination <input type="checkbox"/> Cyanobacterial toxins <input type="checkbox"/> Other: <input type="checkbox"/>	Details:
Specific Tests Requested:		
Timeframe for Sampling:		
Drop off to Laboratory	Y /N	OR Courier Company:
Date and estimated time of arrival:		

## Contact Details for Results

PHU:	Water Utility:
Contact's Name:	Contact's Name:
Phone:	Phone:
Email:	Email:

## Laboratory Addresses

NSW Health Pathology Westmead – Microbiology Central Specimen Reception Level 2, Block I, Institute Road WESTMEAD NSW 2145	NSW Health Pathology FASS Stores 480 Weeroona Road LIDCOMBE NSW 2141
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Details of Urgent Samples

Sample Number	Barcode	Water Type	Treatment*	Date Sampled	Time sampled	Town/Location	Site	Laboratory Number
1		Drinking / Other			AM/PM			
2		Drinking / Other			AM/PM			
3		Drinking / Other			AM/PM			
4		Drinking / Other			AM/PM			
5		Drinking / Other			AM/PM			
6		Drinking / Other			AM/PM			

\* C = Chlorinated F = Filtered UV = UV U = Untreated

Laboratory Use Only	Date Received: .....	Time Received: ..... am / pm	Condition: .....
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