**IMPORTANT** – All samples should be supplied with a fully completed sampling Proforma as required by Scottish Water. Please print to ensure legibility. Any omissions of the data required on this proforma may result in the analysis results being invalid; however, the customer may still be liable for the charges. Scottish Water will not retrospectively add omitted data or alter information supplied on the proforma after submission to Scottish Water.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LIMS Sample Number  *please write clearly on each bottle* | |  | | | | | | | | | | |
| Sample Location/Address (*inc. postcode*) | |  | | | | | | | | | | |
| Date Sampled | |  | | | | | | | | | | |
| Time Sampled | |  | | | | | | | | | | |
| Free Chlorine reading | |  | | | | | | Total Chlorine reading | |  | | |
| Sampler’s Name | |  | | | | | | Company Name | |  | | |
| Sampler’s Contact Details | |  | | | | | | | | | | |
| Report results to | |  | | | | | | | | | | |
| Analysis required\*\*  *for customer reference only* | |  | | | | | | | | | | |
| Lab/Depot sample was dropped off at | |  | | | | | | | | | | |
| Bottle types associated\*\*\* | | | | | Number of bottles | | | | | | | |
|  | | | | |  | | | | | | | |
| Date sample was dropped off |  | | | | Time sample was dropped off | | | |  | | | |
| Storage / Transport Conditions  *Please use to record conditions used to transport/store the sample if not delivered immediately to the lab. Record asset numbers of depot fridges and time stored if left at a pickup point for Scientific services collection.* | | | | | | | | | | | | |
| Does the vehicle have a fridge or a cool box to store the sample during transport? | | Y | | N | | | If possible, provide temperature reading during transport | | | |  | |
| Depot Name | |  | | | | | Date & Time of drop off at depot | | | |  | |
| Depot Fridge Asset Number | |  | | | | | Depot Fridge Temperature (measure using thermometer provided) | | | |  | |
| If sample was collected by Scottish Water staff\* | | | | | | | | | | | | |
| Did the customer fill the bottles? | | Y | N | | | Was the visit prearranged with customer? | | | | | Y | N |
| Sample Registration Details  *1-4 samples by phone, 5+ must be via email* | | | | | 0800 121 4914  EdinburghSampleReception@scottishwater.co.uk | | | | | | | |

\*To be completed for Trade Effluent samples only. If not completed, enter into LIMS as “No” to allow progress through receipt.

\*\*No analysis will be registered upon receipt of sample

\*\*\*This information is required to confirm the number of each bottle type used and provide improved chain of custody. The appropriate code for each bottle type used for this can be found on the sample labels (if supplied) or in the bottle guide.