

MCL2099 – Sample Proforma

**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.

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| --- | --- |
| LIMS Sample Numberplease write clearly on each bottle |  |
| Sample Location/Address (inc. postcode) |  |
| Date Sampled |  |
| Time Sampled |  |
| Free Chlorine reading |  |
| Total Chlorine reading |  |
| Sampler’s Name |  |
| Sampler’s Contact Details |  |
| Company Name |  |
| Report results to |  |
| Analysis required\*for customer reference only |  |
| Depot sample was dropped off |  |
| Number of bottles associated\*\* |  |
| Bottle types associated\*\* |  |
| Date sample was dropped off |  |
| Time sample was dropped off |  |
| Storage / Transport Conditions Please use to record conditions (i.e. van, fridge) used to transport/store the sample if not delivered immediately to the lab. |  |
| Sample Registration Details1-4 samples by phone, 5+ must be via email | 0800 121 4914EdinburghSampleReception@scottishwater.co.uk |

\*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 this can be found on the sample labels (if supplied) or in the bottle guide.