



**INSTRUCTIONS FOR COMPLETING**  
*Total Trihalomethane Analysis Laboratory Report Form*

**Section I – To be Completed by the Public Water System Submitting the Samples to the Laboratory**

1. PWSID #: Enter the Public Water System (PWS) Identification number assigned by USEPA.
2. System Name: Enter system legal name provided to USEPA when PWSID assigned.
3. Address: The PWS mailing address.
4. Contact Person: The person at the public water system who would be able to answer questions about these samples.
5. Phone: The phone number of the contact person.
6. Authorized Signature: The person that signs the form must be the legal owner or authorized representative of the legal owner. This signature certifies that the information submitted is correct and consistent with the written monitoring plan. Include title and date authorized.

**Section II - To be Completed by the Laboratory Reporting the Results**

7. Laboratory Name: The name of the laboratory conducting the analyses.
8. Laboratory Contact: The name of the person at the laboratory that would be able to answer questions about these samples.
9. Laboratory Phone Number: The laboratory contact's phone number.
10. Laboratory Comments: Any relative comments with regards to the samples.
11. Authorized Signature: The person that signs the form must be the laboratory authorized representative. Include title and date signed.

**Abbreviations**

NT:	Not Tested
B:	The analyte is found in the associated blank as well as in the sample.
µg/L:	Micrograms per Liter
MCL:	Maximum Contaminant Level
BDL:	Compound was analyzed, but the result was below the laboratory MDL
Lab MDL:	Laboratory Method Detection Limit
J:	Indicates the presence of a compound that meets the identification criteria, but the result is less than the practical quantitation limit (PQL) and greater than the Laboratory Method Detection Level (MDL). (Above the Lab MDL, but below the PQL.)