

Electronic Test Ordering and Reporting (ETOR)

Lab Web Portal Reference Guide for NCSLPH Environmental Sciences

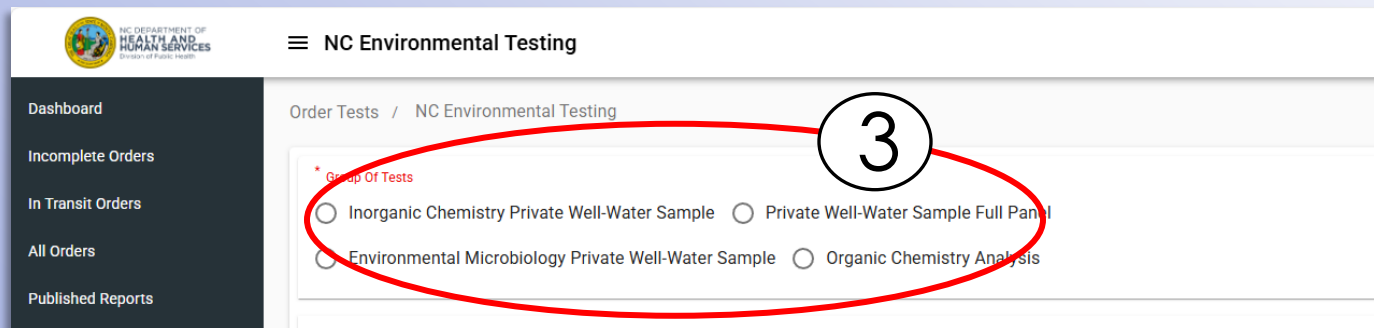
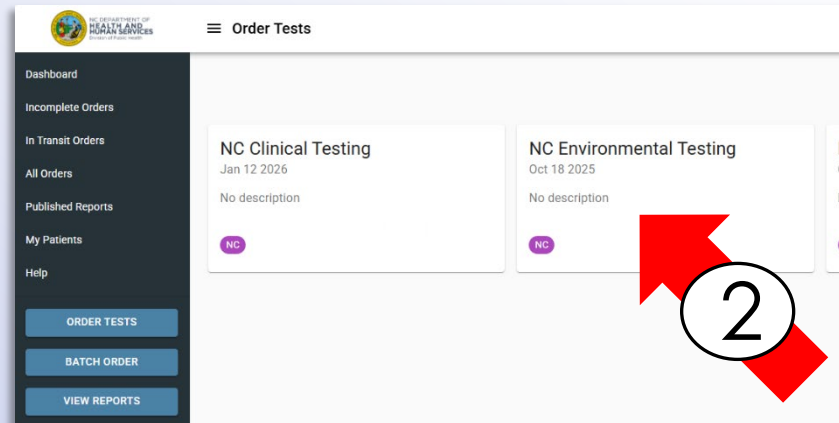
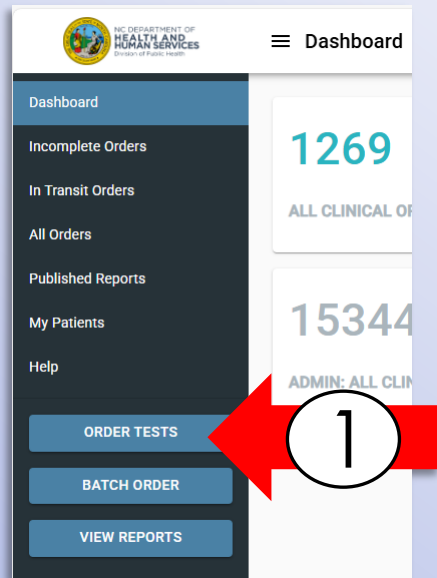
NC State Laboratory of Public Health
Environmental Sciences Section



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Public Health

STATE LABORATORY OF PUBLIC HEALTH

Submitting Private Well Kits to SLPH



Select Kit

For a Private Well-Water **Full Panel** Kit:

Select:	<input type="radio"/> Private Well-Water Sample Full Panel
Analyte List:	Alkalinity, Arsenic, Barium, Cadmium, Calcium, Chromium, Nitrate, Nitrite, Chloride, Copper, Fluoride, Hardness (Total), Iron, Lead, Manganese, Magnesium, Mercury, Nickel, pH, Selenium, Silver, Sodium, Sulfate, Zinc; Total Coliforms/E. coli are added if “yes” is selected in the following prompt: <small>* Bacteriological sample included?</small> <input type="radio"/> Yes <input type="radio"/> No
Includes:	<ul style="list-style-type: none">• 1 L cubitainer (inorganic chemistry)• 50 mL tube (for nitrate, nitrite, and sulfate) with small cooler and freezer packs• 120 mL microbiology bottle (E.coli, coliforms)



Select Kit

For **Inorganic Only** Kits:

Select:

☐ Inorganic Chemistry Private Well-Water Sample

Scroll down to select the ***Analysis Request**

Inorganic Chemistry Private Well-Water Sample Specialized Testing ?

☐ Anions ⓘ

☐ Hexavalent Chromium ⓘ

☐ Metals Panel

☐ Coal Ash Panel ⓘ

☐ Inorganic Panel

☐ Other Request ⓘ

continued



Select Kit

For Inorganic Only Kits:

Select:

☐ Inorganic Chemistry Private Well-Water Sample

Selection	Analyte List	Includes
Anions	Nitrate, Nitrite, Fluoride, Chloride, and Sulfate	50 mL tube with small cooler and freezer packs
Hexavalent Chromium	Hexavalent Chromium	150 mL bottle with pH buffer preservative
Metals Panel	Arsenic, Barium, Cadmium, Calcium, Chromium, Copper, Iron, Lead, Manganese, Magnesium, Mercury, Nickel, Selenium, Silver, Sodium, Uranium, Zinc (Note: Metals Panel kits have replaced Individual Metals requests.)	1 L cubitainer

continued



Select Kit

For Inorganic Only Kits:

Select:

☐ Inorganic Chemistry Private Well-Water Sample

Selection	Analyte List	Includes
Coal Ash Panel	Alkalinity, Arsenic, Barium, Cadmium, Calcium, Chloride, Total Chromium, Copper, Iron, Lead, Manganese, Magnesium, Mercury, Selenium, Sodium, Sulfate, Zinc, Hardness (Total), Aluminum, Antimony, Beryllium, Boron, Cobalt, Molybdenum, Nickel, Potassium, Strontium, Thallium, Vanadium, Total Suspended Solids, Total Dissolved Solids	1 L cubitainer with large cooler and freezer packs
Inorganic Panel	Alkalinity, Arsenic, Barium, Cadmium, Calcium, Chloride, Chromium, Copper, Fluoride, Hardness (Total), Iron, Lead, Manganese, Magnesium, Mercury, Nickel, pH, Selenium, Silver, Sodium, Zinc; Nitrate, Nitrite, and Sulfate are added only if “yes” is selected in the following prompt: <small>* Does this submission include a thermally preserved sample?</small> <input type="radio"/> Yes <input type="radio"/> No	1 L cubitainer (add small cooler with freezer packs if “yes” is selected)
Other Request	Contact Laboratory	Contact Laboratory



Select Kit

For **Microbiology Only** Kits:

Select:

☐ Environmental Microbiology Private Well-Water Sample

Scroll down to select the *Analysis Request

Environmental Microbiology Private Well-Water Sample ?

- ☐ Total Coliform/E. coli P/A
- ☐ Total Coliform/E. coli MPN
- ☐ Sulfur/Sulfate-Reducing Bacteria P/A ⓘ
- ☐ Pseudomonas MPN
- ☐ Enterococcus MPN ⓘ
- ☐ Heterotrophic Plate Count cfu/mL
- ☐ Iron Bacteria/Microscopic Exam ⓘ
- ☐ Other ⓘ

continued



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Select Kit

For **Microbiology Only** Kits:

Select:

☐ Environmental Microbiology Private Well-Water Sample

Selection	Analyte List	Includes
Total Coliform/E. coli P/A	Presence/Absence testing using an enzymatic procedure.	120 mL microbiology bottle
Total Coliform/E. coli MPN	Enzymatic procedure using the Quantitray system to quantitate the number of organisms present in the 100-mL sample.	120 mL microbiology bottle
Sulfur/Sulfate-Reducing Bacteria P/A	Presence/Absence testing for sulfur bacteria and for sulfate-reducing bacteria. This method requires a 30-day incubation period.	1 L cubitainer
Pseudomonas MPN	Quantitative determination of the number of Pseudomonas present in a sample using the Quantitray MPN.	120 mL microbiology bottle

continued



Select Kit

For **Microbiology Only** Kits:

Select:

☐ Environmental Microbiology Private Well-Water Sample

Selection	Analyte List	Includes
Enterococcus MPN	Enzymatic procedure using the Quantitray system to quantitate the number of organisms present in the 100-mL sample.	120 mL microbiology bottle that needs to be received cold (on ice)
Heterotrophic Plate Count cfu/mL	Direct plating of multiple sample dilutions. (If compliance with SWT rule, samples should be received within 8 hours)	120 mL microbiology bottle
Iron Bacteria/ Microscopic Exam	Centrifugation followed by a microscopic examination (if necessary).	1 Liter cubitainer
Other	Contact Laboratory	Contact Laboratory



Select Kit

For **Organic Only** Kits:

Select:

☐ Organic Chemistry Analysis

Scroll down to select the *Analysis Request

Organic Chemistry Analysis ?

☐ Volatile Organic Compounds (VOC)

☐ Pesticides-Nitrogen/Phos

☐ Herbicides (Includes Glyphosate)

☐ Petroleum Products (includes VOC)

☐ Pesticides-Organochlorine

☐ Other Organic Chemistry Analysis ⓘ

continued



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Select Kit

For **Organic Only** Kits:

Select:

☐ Organic Chemistry Analysis

Selection	Analyte List	Includes
Volatile Organic Compounds (VOC)	Scan for 69 volatile organic compounds	Two 40mL vials with acid and 1 trip blank
Pesticides-Nitrogen/ Phos	5 pesticides including Simazine, Alachlor and Atrazine	Two 1L amber bottles
Herbicides (Includes Glyphosate)	17 herbicides including Glyphosate, 2,4-D and Dicamba	Two 1L amber bottles

continued



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Select Kit

For **Organic Only** Kits:

Select:

☐ Organic Chemistry Analysis

Selection	Analyte List	Includes
Petroleum Products (includes VOC)	Petroleum analysis for heavy weight products and VOC scan for lighter weight petroleum compounds	Two 40mL vials with acid, one trip blank and one 1L amber bottle
Pesticides-Organochlorine	13 pesticides and scan for chlordane and toxaphene	Two 1L amber bottles
Other Request	Contact Laboratory	Contact Laboratory



Important Notes – Prior to

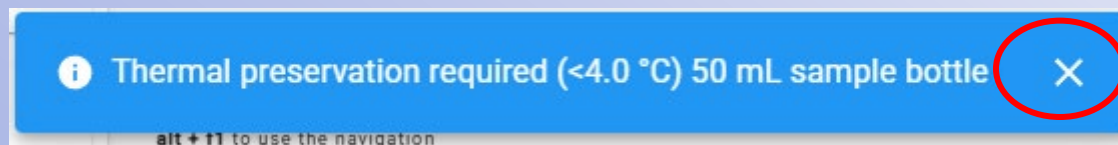
SUBMIT

- Enter the ***Kit Barcode #** off the colored label affixed to the shipping box of the kit:



If the kit was purchased prior to barcode usage, enter “N/A” into the field.

- After all sample demographics are entered, you must clear any active notes before the “submit” button is viewable.



Important Notes – After

SUBMIT

- If you need to create one or more samples from the same collection site, you can copy an entry immediately after submitting by clicking “copy order”.

Order Placed

Your test order **ENVNC260000023** has been successfully submitted. Please check All Specimens section of your Dashboard for status updates.




Click Print button below to view/print the completed submission form.

Click Copy Order button to apply current order information to the new order.





PRINT **COPY ORDER** CLOSE

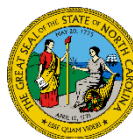
- Print the completed submission form and include it with the kit.
- From the “All Environmental Orders” page, select the sample and print labels to affix to all submitted sample containers.

≡ All Environmental Orders ²⁴

1 SELECTED   

Print Label

<input type="checkbox"/>		PORTAL ID	COLLECTI
<input checked="" type="checkbox"/>	 	ENVNC260000023	01/28/202
<input type="checkbox"/>	 	ENVNC260000022	01/14/202



Important Notes – After

SUBMIT

- From the "In-Transit Orders" screen, orders created in error can be canceled after clicking submit but prior to receipt by the lab.

All Orders		PORTAL ID ↗	COLLECTION DATE / TIME ↗	ANALYSIS REQUEST ↗	GROUP OF
In Transit Orders	<input type="checkbox"/>	ENVNC260000023	01/28/2025 06:20 pm	Anions	Inorganic C
Published Reports	<input type="checkbox"/>	ENVNC260000018	01/14/2026 10:00 am	Other	Environmen

This will delete the record and cannot be undone.

- One shipping manifest must accompany all shipments. This is done by selecting all shipped items, clicking "shipping manifest", and printing the report.

Dashboard	7 SELECTED		
Incomplete Orders	<input checked="" type="checkbox"/>		
All Orders	<input checked="" type="checkbox"/>		
In Transit Orders	<input checked="" type="checkbox"/>		
Published Reports	<input checked="" type="checkbox"/>		



Contact

NCSLPH website:

<https://slph.dph.ncdhhs.gov/>

Questions about ETOR/LWP?

Email: slph.eto@dhhs.nc.gov

Customer Service

Phone: 919-733-3937

SLPH Environmental Sciences

Phone: 919-733-7308

