



Drinking Water Laboratory

916 Diana Street Ludington MI 49431

Hours: Monday through Thursday, 8 a.m. – 4 p.m.

Phone 231-316-8574 • Fax 231-845-0438

Email waterlab@dhd10.org

Water Laboratory Analysis Request			
Sample Collection Information			
Business/Home Owner		County	
System Address		City	ZIP
Township & Section		Parcel ID# :	
Send Report to:			
Name		Phone	
Mailing Address		City	ZIP
Deliver by (select one) <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax Fax # ()			
Sample Point	<input type="checkbox"/> Kitchen Tap <input type="checkbox"/> Bathroom Tap <input type="checkbox"/> Sample Tap <input type="checkbox"/> Outside Tap <input type="checkbox"/> Pool <small>(raw water)</small>		
	<input type="checkbox"/> Spa <input type="checkbox"/> Other Explain <u>Other</u>		
Source	<input type="checkbox"/> Residential <input type="checkbox"/> Type I <input type="checkbox"/> Type II <input type="checkbox"/> Type III <input type="checkbox"/> Surface Water		
	<input type="checkbox"/> Pool/Spa <input type="checkbox"/> Other Explain <u>Other</u>		
	Does the sample contain <u>chlorine</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Collector	Name		
	<input type="checkbox"/> Private Citizen <input type="checkbox"/> County Personnel <input type="checkbox"/> Water Supply Operator		<input type="checkbox"/> State Personnel
	Collection Date	Collection Time	AM PM
Test Purpose	<input type="checkbox"/> Routine <input type="checkbox"/> Real Estate Transaction <input type="checkbox"/> Repeat Sample <input type="checkbox"/> Construction/New Well Permit # _____ <input type="checkbox"/> Water Quality Problem		
	<input type="checkbox"/> DHHS Inspection <input type="checkbox"/> Seasonal Start Up <input type="checkbox"/> Other Explain <u>Other</u>		
Test Requested	<input type="checkbox"/> Bacteriological Analysis <input type="checkbox"/> Chem Analy. (Nitrate) <input type="checkbox"/> Surface Water (Pond Lake, etc.)	Fee: EACH Test = \$20	TOTAL FEE: \$
PUBLIC Water System <u>ONLY</u>	WSSN	Source ID/Well #	
	Notes/Comments:		
Water Lab Use			
Received Date		Time	AM PM Paid <input type="checkbox"/> \$
Condition		<input type="checkbox"/> Room Temp <input type="checkbox"/> Chilled <input type="checkbox"/> Frozen	
EHR/ID #		Received by - Name	

Water Laboratory Collection and Shipping Instructions

Please Read Before Collecting Water Samples

1. Complete the *Water Laboratory Analysis Request* form for each set of samples submitted.
2. Include appropriate fee with sample. See request form for fee schedule.
3. Samples accepted at lab MONDAY through THURSDAY until 4:00 PM

EXCEPT

- Holidays
- **Day before** observed holiday

BACTERIA SAMPLES

(Sealed, sterile clear bottle with white cap; contains preservative)

- Wash hands prior to taking sample.
- Do not open the bottle until you are ready to collect the sample.
- Do not rinse the bottle. It contains a chemical to neutralize any residual chlorine in the sample.
- Do not touch the inside of the cap or set cap down.
- Select a clean, cold-water faucet and remove attachments such as aerators (small screen), and hose connections, etc.
- Allow water to run for about 10 minutes.
- Reduce flow of water and fill sample container to the **100 mL line on the bottle**. Samples containing less than 100 mL will not be accepted. Replace and tighten cap.
- Transport sample to laboratory within 30 hours of collection.
- **Compliance samples will be rejected if not analyzed within the 30-hour holding period.**
- **SURFACE WATER SAMPLES: Must be received by laboratory within 6 hours of sample collection. Please call laboratory ahead of time to arrange to assure it can be accepted.**

NITRATE SAMPLES

(Opaque bottle with white cap)

Samples MUST be mailed or delivered to laboratory in a cooler on ice

- Flush the sample tap for ten (10) minutes prior to collecting the sample.
- Reduce flow of water and fill sample container to the shoulder of the bottle. Replace and tighten cap and make sure it is not leaking.
- Transport sample to laboratory within 48 hours of collection. **Compliance samples will be rejected if not analyzed within the 48-hour holding period.**