



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 (Please Print Clearly)			
Business/Homeowner	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 ()			
Sample Point	<input type="checkbox"/> Kitchen Tap <input type="checkbox"/> Bathroom Tap <input type="checkbox"/> Sample Tap (raw water) <input type="checkbox"/> Outside Tap <input type="checkbox"/> Pool		
	<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 <input type="checkbox"/> PM <input type="checkbox"/>	
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 <input type="checkbox"/> PM <input type="checkbox"/> 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. Both Bacteria & Nitrate can be put on the same form if from the same sample site.
2. Include appropriate fee with sample. \$20.00 fee per sample bottle. Checks payable to DHD#10
3. Samples accepted at lab **MONDAY – THURSDAY UNTIL 4:00 P.M.***

**Exception*

- Holidays & the **Day before** an observed holiday
- Special Office Closures/Inclement Weather
 - To verify lab hours, call (231) 316-8574

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 the cap down.
- Select a clean, cold-water faucet and remove the attachments such as aerators (small screen), and hose connections etc. Disinfect the faucet by dipping in rubbing alcohol or bleach.
- **Allow tap water to run for 10 minutes prior to collecting the sample.**
- 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 the 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 the laboratory ahead of time to ensure it can be accepted. Lab phone # (231) 316-8574.

Nitrate Samples (*Opaque bottle with white cap*)

Samples MUST be mailed or delivered to the laboratory in a cooler with ice pack.

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

Make Checks Payable to: DHD#10

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