

Drinking Water Laboratory

916 Diana Street Ludington, MI 49431

Hours: Monday through Thursday, 8:00 a.m. - 4:00 p.m.

Phone 231-845-7381 • Fax 231-845-0438 Email: *waterlab@dhd10.org*

| Water Laboratory Analysis Request | | | |
|--|--|------------------------------------|--|
| Sample Collection Information (Please Print Clearly) | | | |
| Business/Homeown | vner: County: | County: | |
| System Address: | City: | ZIP: | |
| Parcel ID#: | Township & Section#: | Township & Section#: | |
| Send Report to: | | | |
| Name: | Phone: | Phone: | |
| Mailing Address: | City: State: | ZIP: | |
| Deliver by: | Mail Email: | Fax: | |
| Sample Point | Kitchen Tap Bathroom Tap Sample Tap Outside Tap (raw water) | Pool | |
| | Spa Other Explain <u>Other:</u> | | |
| Source | Residential Type I Type II Type III | Surface Water | |
| | Pool/Spa PIN#: Other Explain <u>Other:</u> | | |
| | Does the sample contain chlorine? Yes mg/L | No | |
| Collector | Name: | | |
| | Private Citizen County Personnel Water Supply Operator State Person | nnel | |
| | Collection Date: Collection Time: : [| AM PM | |
| Test Purpose | Routine Real Estate Construction Transaction Permit # | /New Well Water Quality Problem | |
| | DHHS Seasonal Other Explain <u>Other</u> : | | |
| Test Requested | Bacteriological Chem Analysis Surface Water Analysis (Nitrate) Pond, Lake, etc.) | | |
| PUBLIC Water System <u>ONLY</u> | WSSN: Source ID/Well #: | | |
| | Notes/Comments: | | |
| Water Lab Use | e | | |
| Received Date: | Time: AM PM Pa | id □\$ | |
| Condition: Condition: Chilled Frozen | | | |
| EHR/ID#: | Received by – Name: | | |



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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. If mailing/shipping send out Monday-Wednesday Only
- 4. 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) 845-7381

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. Completely remove the plastic seal.
- 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 with cooler and ice pack less than 10° C. Please call the laboratory ahead of time to ensure it can be accepted, (231) 845-7381.

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** 916 Diana Street Ludington, MI 49431