

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