



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/Homeowner:			County:		
System Address:			City:		ZIP:
Parcel ID#:			Township & Section#:		
Send Report to:					
Name:			Phone:		
Mailing Address:			City:		State: ZIP:
Deliver by: <input type="checkbox"/> Mail <input type="checkbox"/> Email: <input type="checkbox"/> Fax: ()					
Sample Point	<input type="checkbox"/> Kitchen Tap _____ (B/N) <input type="checkbox"/> Bathroom Tap _____ (B/N) <input type="checkbox"/> Sample Tap (raw water) _____ (B/N) <input type="checkbox"/> Outside Tap _____ (B/N)				
	<input type="checkbox"/> Pool <input type="checkbox"/> Spa <input type="checkbox"/> Other _____ (B/N) 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 PIN#: _____ <input type="checkbox"/> Other Explain <u>Other</u> :				
	Does the sample contain <u>chlorine</u> ? <input type="checkbox"/> Yes mg/L _____ <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:		Bacteria Collection Time: _____:_____:_____ <input type="checkbox"/> AM <input type="checkbox"/> PM Nitrate Collection Time: _____:_____:_____ <input type="checkbox"/> AM <input type="checkbox"/> 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 Analysis (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. Both Bacteria & Nitrate can be put on the same form if from the same sample site, but you must write (or circle) B for Bacteria or N for Nitrate for **each** sample point and collection time.
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 an ice pack.

- **Run sample tap long enough to flush the line**
- 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