

- A form is required for **each sample site** (Collection Site, Sampling Point, and Date/Time must be the same for all samples with this form).
- **Complete all parts of this form which apply.** Samples not properly identified or not having clear test requests MAY NOT be tested.
- Fill in your email address, if you would like a copy of the report emailed when completed.
- **For additional information contact your local county health department or the Drinking Water Laboratory, (517) 335-8184 or visit our web site: <http://www.michigan.gov/deq>**

Allow two weeks for results on most testing.

SAMPLE COLLECTION INSTRUCTIONS

UNIT#	INSTRUCTIONS
30	<ol style="list-style-type: none"> 1. This testing unit contains preservatives in the sample bottle. Do not rinse the bottle with sample. Do not open the bottle until ready to collect the sample. Do not touch the inside of cap or bottle. 2. If not collecting sample from a tap (lake, pool, etc.), plunge bottle mouth down, move in continuous arc down and back up from water, discard top half-inch or to 100 ml line. 3. If using a sample tap, select a clean (disinfect as necessary) faucet and remove such attachments as aerators, dishwasher connectors, etc. Allow water to run for about ten minutes at full flow from the sampling tap. Reduce flow to avoid splashing, and collect the sample directly into the bottle. Do not use an intermediate container. Do not allow water from the outside surface of the faucet to drip into the bottle. Fill bottle only to the bottom of neck, or to 100 ml line. 4. Most bacteriological testing has a 30 hour EPA hold time. Samples must be received at the laboratory before the hold time expires. Surface water samples must be received at the laboratory within 6 hours of sampling.
32*, 33* 36AC 36CN, 36HA* 36HB, 36LP 36ME, 36PT	<ol style="list-style-type: none"> 1. Sample bottle may contain preservative (refer to unit label on bottle). Do not rinse bottle with sample. Do not open the bottle until ready to collect the sample. Do not touch the inside of cap or bottle. 2. Select a clean faucet and remove such attachments as aerators, dishwasher connectors, etc. Allow water to run for about ten minutes at full flow from the sampling tap. Reduce flow to avoid splashing, and collect the sample directly into the bottle. Do not use an intermediate container. Do not allow water from the outside surface of the faucet to drip into the bottle. Fill bottle to the bottom of neck.
36TO* 36VO* 36VO-NP*	<ol style="list-style-type: none"> 1. The sample vials contain preservative. Tap each vial in upright position to drain preservatives from cap. Do not rinse vial before collection. 2. Do not open the vial until ready to collect the sample. Do not touch the inside of cap or vial. Select a clean faucet without attachments or leaking stem. Allow water to run for ten minutes at full flow. 3. Reduce flow and collect the sample directly into all vials provided. <ol style="list-style-type: none"> a. For 36TO, fill vial until water rounds at the top of vial. b. For 36VO, fill vial HALFWAY. Add 2-3 drops of the provided acid from small dropper bottle. Completely fill vial until water rounds at the top of vial. 4. Cap and invert to check for air in vial. THE SEPTA (RUBBER PART INSIDE CAP RING) MUST BE SMOOTH SIDE DOWN IN CONTACT WITH SAMPLE TO AVOID POSSIBLE CONTAMINATION. 5. If air is observed in inverted sample, remove cap, add water (DON'T DUMP SAMPLE) and recap as instructed.
36CNa	<ol style="list-style-type: none"> 1. Enclosed vial contains dilute preservative and caution should be exercised. This testing unit also contains preservatives in the sample bottle. Tap unit in upright position to drain preservatives from cap. Do not rinse bottle before collection. 2. Do not open the bottle until ready to collect the sample. Do not touch the inside of cap or bottle. 3. Do not rinse the bottle with sample. Select a clean faucet without attachments or leaking stem. Allow water to run for about ten minutes at full flow from the sampling tap. 4. Reduce flow to avoid splashing, and collect the sample directly into the bottle. Do not use an intermediate container. Fill to 1" below top of bottle. Cap and invert 5 times to mix sample with preservatives. Carefully add all preservative in vial to sample bottle. Cap the sample and mix sample. Rinse vial and return.
36CC	<ol style="list-style-type: none"> 1. Do not open the bottle until ready to collect the sample. Do not touch the inside of cap or bottle. 2. Select a kitchen or bathroom sink or a faucet from which water is typically drawn for consumption. Sampling point should not have been used for a minimum of six (6) hours prior to sampling. Do not flush the sample tap before sample collection. 3. Samples must be received in the laboratory within 14 days of collection.

* **NOTE:** Some tests require thermal preservation. If you received your kit with an ice pack, please ensure that **the ice pack** is frozen prior to return shipment to the laboratory.