



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

How To Fill Out a Lab Request Form

Small Systems Training 2020

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Sampling Steps

- Monitoring Schedules
- Ordering Bottles
- Taking Samples
- Filling Out Lab Request Forms
- Shipping In Samples

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Monitoring Schedules

- Sample Type
- # of Samples/Frequency
- Collection Dates
- Site Codes
 - WL (Well)
 - Raw Water
 - CH (Common Header)
 - Not Treated
 - TP (Treatment Plant/Plant Tap)
 - Treated Water

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2019 Monitoring Schedule

WSSN: |

Collect samples early in the monitoring period. This schedule reflects expected routine monitoring and is subject to change. To receive credit for monitoring, include the **WSSN, Site Code, and County** on your request for analysis form. Collect all samples close to the shipping time and send overnight delivery. Send all sample results to your Department of Environmental Quality (DEQ) district office unless you use the DEQ laboratory. Test codes, sample units, and costs are listed to help you complete the DEQ laboratory form. Prices subject to change without notice. The DEQ laboratory is closed on state holidays.

Location: Plant Tap Well 4 - Lower Well

Collect these samples at the entry point to the distribution system (after treatment, if applicable.)

| Sample Type | # Samples/ Frequency | Collect Before | Site Code | Fee | Unit Number | Test Code |
|-----------------------------|---|-----------------------|--------------|---|----------------|-----------|
| Automated Partial Chemistry | This DEQ lab scan includes nitrate, nitrite, fluoride, and sodium whose monitoring frequency requirements differ from one another. Before requesting analyses from a laboratory other than the DEQ laboratory, check with your DEQ district staff for the specific monitoring requirements. | | | | | |
| | 1/12 months | 09/30/2019 | WL004 | \$18.00 | 32 | R |
| Volatile Organic Compounds | 1/36 months | 09/30/2020 | WL004 | \$100.00 | 36VO | CXVO |
| Complete Metals | 1/36 months | 09/30/2020 | WL004 | \$102.00 | 36ME | CMET2 |
| Arsenic | Included in Metals | Included in Metals | WL004 | \$18.00 | 36ME | CAS |
| Cyanide | 1/36 months | 09/30/2020 | WL004 | \$25.00 | 36CN | CCN |
| SOC – Pesticides | 1/36 months | 09/30/2020 | WL004 | \$125.00 | 36PT | CXPT |
| SOC – Herbicides | 1/36 months | 09/30/2020 | WL004 | \$120.00 | 36HB | CXHB |
| SOC – Carbamates | 1/36 months | 09/30/2020 | WL004 | \$120.00 | 36LP | CXLP |
| Gross Alpha (Radiological) | 1/108 months | 09/30/2024 | WL004 | Not performed at the DEQ Laboratory. A list of certified labs is at www.michigan.gov/DEQ . Select Water, Drinking Water, Community Water Supply, then Certified Labs under Programs and Activities. | | |
| Radium 226 & Radium 228 | 1/108 months | 09/30/2024 | WL004 | | | |

Location: Plant Tap Well 5 - Upper Well

Collect these samples at the entry point to the distribution system (after treatment, if applicable.)

| Sample Type | # Samples/ Frequency | Collect Before | Site Code | Fee | Unit Number | Test Code |
|-----------------------------|---|-----------------------|--------------|----------|----------------|-----------|
| Automated Partial Chemistry | This DEQ lab scan includes nitrate, nitrite, fluoride, and sodium whose monitoring frequency requirements differ from one another. Before requesting analyses from a laboratory other than the DEQ laboratory, check with your DEQ district staff for the specific monitoring requirements. | | | | | |
| | 1/12 months | 09/30/2019 | WL005 | \$18.00 | 32 | R |
| Volatile Organic Compounds | 1/36 months | 09/30/2020 | WL005 | \$100.00 | 36VO | CXVO |
| Complete Metals | 1/36 months | 09/30/2020 | WL005 | \$102.00 | 36ME | CMET2 |
| Arsenic | Included in Metals | Included in Metals | WL005 | \$18.00 | 36ME | CAS |
| Cyanide | 1/36 months | 09/30/2020 | WL005 | \$25.00 | 36CN | CCN |
| SOC – Pesticides | 1/36 months | 09/30/2020 | WL005 | \$125.00 | 36PT | CXPT |
| SOC – Herbicides | 1/36 months | 09/30/2020 | WL005 | \$120.00 | 36HB | CXHB |

2018 Monitoring Schedule

WSSN: |

Collect samples early in the monitoring period. This schedule reflects your expected routine monitoring and is subject to change. To receive credit for monitoring, include the **WSSN, Site Code, and County** on your request for analysis form. Collect Bacteriological and Automated Partial Chemistry samples close to the shipping time and send overnight delivery. Send all sample results to your Department of Environmental Quality (DEQ) district office unless you use the DEQ laboratory. Test codes, sample units, and costs are listed to help you complete the DEQ laboratory form. Prices are subject to change without notice. The DEQ laboratory is closed on state holidays.

Location: Common Header (Well No. 1 and 5)

Collect these samples at the entry point to the distribution system (after treatment, if applicable.)

| Sample Type | # Samples/ Frequency | Collect Before | Site Code | Fee | Unit Number | Test Code |
|-----------------------------|---|-----------------------|--------------|---|----------------|-----------|
| Automated Partial Chemistry | This DEQ lab scan includes nitrate, nitrite, fluoride, and sodium whose monitoring frequency requirements differ from one another. Before requesting analyses from a laboratory other than the DEQ laboratory, check with your DEQ district staff for the specific monitoring requirements. | | | | | |
| | 1/12 months | 09/30/2018 | CH501 | \$18.00 | 32 | R |
| Volatile Organic Compounds | 1/36 months | 09/30/2020 | CH501 | \$100.00 | 36VO | CXVO |
| Complete Metals | 1/108 months | 09/30/2023 | CH501 | \$102.00 | 36ME | CMET2 |
| Arsenic | Included in Metals | Included in Metals | CH501 | \$18.00 | 36ME | CAS |
| Cyanide | 1/108 months | 09/30/2020 | CH501 | \$25.00 | 36CN | CCN |
| SOC – Pesticides | 1/36 months | 09/30/2020 | CH501 | \$125.00 | 36PT | CXPT |
| SOC – Herbicides | 1/36 months | 09/30/2020 | CH501 | \$120.00 | 36HB | CXHB |
| SOC – Carbamates | 1/36 months | 09/30/2020 | CH501 | \$120.00 | 36LP | CXLP |
| Gross Alpha (Radiological) | 1/108 months | 09/30/2024 | CH501 | Not performed at the DEQ Laboratory. A list of certified labs is at www.michigan.gov/DEQ . Select Water, Drinking Water, Community Water Supply, then Certified Labs under Programs and Activities. | | |
| Radium 226 & Radium 228 | 1/108 months | 09/30/2024 | CH501 | | | |

Location: Distribution System

| Sample Type | Collect Samples According to the ... | # Samples/ Frequency | Collect | Site Code | Fee | Unit Number | Test Code |
|---|---|-------------------------|-----------------------------------|--------------|---------|----------------|--------------|
| Bacteriological – coliforms | TCR Sampling Site Plan | 1/Monthly | Monthly | DIST | \$16.00 | 30 | BPTC |
| Lead Copper for Corrosion Control | Lead and Copper Sampling Pool | 10/12 months | Between 06/01 and 9/30/2018 | DIST | \$26.00 | 36CC | CCUB |

2018 Monitoring Schedule

WSSN: |

Collect samples early in the monitoring period. This schedule reflects your expected routine monitoring and is subject to change. To receive credit for monitoring, include the **WSSN, Site Code, and County** on your request for analysis form. Collect Bacteriological and Automated Partial Chemistry samples close to the shipping time and send overnight delivery. Send all sample results to your Department of Environmental Quality (DEQ) district office unless you use the DEQ laboratory. Test codes, sample units, and costs are listed to help you complete the DEQ laboratory form. Prices are subject to change without notice. The DEQ laboratory is closed on state holidays.

Location: Distribution System

| Sample Type | Collect Samples According to the ... | # Samples/Frequency | Collect | Site Code | Fee | Unit Number | Test Code |
|-----------------------------------|--------------------------------------|---|-----------------------------|-------------------------|----------|-------------|-----------|
| Bacteriological – coliforms | TCR Sampling Site Plan | 4/Monthly | Monthly | DIST | \$16.00 | 30 | BPTC |
| Chlorine Residual | DBP Monitoring Plan | If serving chlorinated water, measure the residual disinfectant level at the same point and at the same time as the bacteriological sample and report the average to the DEQ. | | | | | |
| Total Trihalomethanes | DBP Monitoring Plan | 1/12 months | During August 2018 | See DBP Monitoring Plan | \$65.00 | 36VO | CXTM |
| Haloacetic Acids | | 1/12 months | During August 2018 | See DBP Monitoring Plan | \$130.00 | 36HA | CXHA |
| Lead Copper for Corrosion Control | Lead and Copper Sampling Pool | 20/36 months | Between 06/01 and 9/30/2018 | DIST | \$26.00 | 36CC | CCUB |

Bottle Request

- Verify Monitoring Schedule
- Verify Specific Parameters
- Specific Instructions
 - Hold Times
 - Bottle Types
 - Preservation Requirements
 - Thermal Preservation
 - Chemical Preservation



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Samples Taken/Submitted

- Chain of Custody Forms
 - WSSN/County
 - Sampling Location (Not just address/location)
 - Site Codes/Source ID
 - Type of Sample
 - Time/Date Collected
 - Time/Date Received
 - Sampler Information
 - Temperature

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Print Form

Reset Form

Complete all parts of this form legibly in ink to ensure your sample is accepted for testing.

Date Collected, Time Collected (AM/PM), Sample Collector's Name

Do NOT test my sample(s) unless all requirements of the Safe Drinking Water Act are met. If you do not check this box, your sample will be tested. Only samples and results meeting all requirements of the Safe Drinking Water Act will be accepted for compliance by the State of Michigan. All other results may be used for informational value only.

SAMPLE COLLECTION INFORMATION

Does this sample contain chlorine? (Yes/No), 0 - Single Family Dwelling, 1 - Type 1 (25 or more residents year round), 2 - Type 2 (25 or more persons 60 days or more per year), 3 - Type 3 (All other public supplies), 8 - Swimming Pool/Spa, 9 - Other, 0 - Routine monitoring, 1 - Real Estate Transaction, 2 - Repeat Sample, 3 - Repair/New Well, 5 - Water Quality Problem, 9 - Other, 1 - Public System Well, 2 - Public System Surface Water, 3 - Untreated Public Distribution, 4 - Treated Public Distribution, 5 - Untreated Private Well, 6 - Treated/Softened Private Well, 7 - Pressure Tank/Plant Tap, 9 - Other

WSSN or Pool ID, Water Supply/Owner/Business Name, Address, City, State, Zip, County, Township, Section, Well/Source Number, Site Code/Permit Number, Sampling Point (Kitchen Sink, Bathroom Sink, Other (List here))

REPORT RESULTS TO

Name, Phone Number, Address, City, State, Zip, Send Report to E-mail

BILLING INFORMATION

Check here if billing name/address is same as report results to name/address, Billing Name, Billing Address, City, State, Zip, EGLE Drinking Water Lab Acct #, Check # (payable to State of Michigan), Amount

TESTING INFORMATION

Table with columns: Check, Test Code, Unit Number, Test Description, Fee, Test Request Instructions. Includes rows for Total Coliform/E. coli, Nitrate and Nitrite, Automated Partial Chemistry, Arsenic, Lead/Copper for corrosion, Lead, Volatile Organic Compounds, Disinfection Byproducts Rule, Pesticides, Herbicides, Carbamates, and a section for additional test codes and fees.

Samples Taken/Submitted

- Hold Times
- Thermal Preservation
- Complete Chain of Custody
- Rejection Criteria
 - Rapid Communication of Rejection



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Group Activity

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Michigan Department of
Environment, Great Lakes, and Energy

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