Michigan Department of Environment, Great Lakes, and Energy
Laboratory Services Section
Environmental Lab

# Analysis Request - Waste Water

Print Form

Reset Form

| LAB USE ONLY | Project Name: | | | | Matrix: | Waste Water |
|---|---|---|---|---|---|---|
| Location ID: | | Activity: | | Sample Collector: | | |
| Dept / Division / District: | | Location Code: | | Sample Collector Phone: | | |
| State Project Manager: | | Sub Location Code: | | Contract Firm Primary Contact: | | |
| State Project Mgr Email: | | | | Primary Contact Phone: | | |
| CC Email 1: | | | | Overflow Lab Choice: | | |
| CC Email 2: | | | | *Rush Turnaround Request | Temp: °C | ROI Y N |
| CC Email 3: | | | | Days: Appr By: | | |

***Project Turnaround Time other than standard (15 business days) must be pre-approved and scheduled with a Laboratory Manager. Details on Page 2.**

| | Lab Use Only | Field Sample ID | Collection Date | Collection Time | Bottle Count | Comments |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

| ORGANIC CHEMISTRY | |
|---|---|
| **VOA-Volatile Organic Analysis** | |
| Volatiles-Full List | 1 2 3 4 5 6 7 8 9 10 |
| BTEX/MTBE/TMB | 1 2 3 4 5 6 7 8 9 10 |
| Chlorinated Only | 1 2 3 4 5 6 7 8 9 10 |
| GRO | 1 2 3 4 5 6 7 8 9 10 |
| 1,4 Dioxane | 1 2 3 4 5 6 7 8 9 10 |
| **METH - Methane, Ethane, Ethene** | |
| VOA-Methane | 1 2 3 4 5 6 7 8 9 10 |
| **ON - Pesiticides, PCBs** | |
| Pesticides & PCBs | 1 2 3 4 5 6 7 8 9 10 |
| Pesticides Only | 1 2 3 4 5 6 7 8 9 10 |
| PCBs Only | 1 2 3 4 5 6 7 8 9 10 |
| Toxaphene | 1 2 3 4 5 6 7 8 9 10 |
| **BNA - Base Neutral Acids** | |
| BNAs | 1 2 3 4 5 6 7 8 9 10 |
| **Organic Specialty Requests** | |
| Lib Search-Volatiles | 1 2 3 4 5 6 7 8 9 10 |
| Lib Search-SemiVols | 1 2 3 4 5 6 7 8 9 10 |
| **METALS CHEMISTRY PACKAGES** | |
| OpMemo2-Total | 1 2 3 4 5 6 7 8 9 10 |
| OpMemo2-Dissolved | 1 2 3 4 5 6 7 8 9 10 |
| ***Includes Sb,As,Ba,Be,Cd,Cr,Cu,Co,Fe,Pb,Mn,Hg,Mo,Ni,Se,Ag,Tl,V,Zn*** | |
| Michigan10-Total | 1 2 3 4 5 6 7 8 9 10 |
| Michigan10-Dissolved | 1 2 3 4 5 6 7 8 9 10 |
| ***Includes As,Ba,Cd,Cr,Cu,Pb,Hg,Se,Ag,Zn*** | |

| METALS | DISSOLVED ($HNO_3$) (*FF) | TOTAL ($HNO_3$) |
|---|---|---|
| Aluminum-Al | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Antimony-Sb | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Arsenic-As | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Barium-Ba | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Beryllium-Be | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Boron-B | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Cadmium-Cd | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Calcium-Ca | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Chromium-Cr | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Cobalt-Co | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Copper-Cu | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Iron-Fe | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Lead-Pb | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Lithium-Li | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Magnesium-Mg | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Manganese-Mn | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Mercury-Hg | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Molybdenum-Mo | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Nickel-Ni | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Potassium-K | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Selenium-Se | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Silver-Ag | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Sodium-Na | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Strontium-Sr | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Thallium-Tl | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Titanium-Ti | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Uranium-U | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Vanadium-V | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Zinc-Zn | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Hardness (Ca, Mg) | 1 2 3 4 5 6 7 8 9 10 | 1 2 3 4 5 6 7 8 9 10 |
| Low Level Mercury | ---------- Not Applicable ---------- | 1 2 3 4 5 6 7 8 9 10 |

*FF: All Dissolved Metals Samples **MUST** be Field Filtered

| INORGANIC CHEMISTRY | |
|---|---|
| **General Chemistry - Neutral** | |
| Ortho Phosphate | 1 2 3 4 5 6 7 8 9 10 |
| Diss O-Phos (*FF) | 1 2 3 4 5 6 7 8 9 10 |
| Nitrite-$NO_2$ | 1 2 3 4 5 6 7 8 9 10 |
| Nitrate-$NO_3$ (*Calc) | 1 2 3 4 5 6 7 8 9 10 |
| Suspended Solids | 1 2 3 4 5 6 7 8 9 10 |
| Diss Solids | 1 2 3 4 5 6 7 8 9 10 |
| Turbidity | 1 2 3 4 5 6 7 8 9 10 |
| Total Alkalinity | 1 2 3 4 5 6 7 8 9 10 |
| Bicarb/Carb Alk | 1 2 3 4 5 6 7 8 9 10 |
| ***Bicarb/Carb Alkalinity includes Total Alkalinity Analysis*** | |
| Chloride-Cl | 1 2 3 4 5 6 7 8 9 10 |
| Sulfate-$SO_4$ | 1 2 3 4 5 6 7 8 9 10 |
| Diss Cr6+ (*FF) | 1 2 3 4 5 6 7 8 9 10 |
| pH | 1 2 3 4 5 6 7 8 9 10 |
| Conductivity | 1 2 3 4 5 6 7 8 9 10 |
| **General Chemistry - Acidic ($H_2SO_4$)** | |
| Total Org Carbon | 1 2 3 4 5 6 7 8 9 10 |
| Ammonia-$NH_3$ | 1 2 3 4 5 6 7 8 9 10 |
| Nitrate+Nitrite | 1 2 3 4 5 6 7 8 9 10 |
| Kjeldahl Nitrogen | 1 2 3 4 5 6 7 8 9 10 |
| Total Phosphorus | 1 2 3 4 5 6 7 8 9 10 |
| Diss Org Carb (*FF) | 1 2 3 4 5 6 7 8 9 10 |
| Chem Oxyg Dem | 1 2 3 4 5 6 7 8 9 10 |
| **General Chemistry - Basic ($MgCO_3$)** | |
| Chlorophyll | 1 2 3 4 5 6 7 8 9 10 |
| **General Chemistry - Basic (NaOH)** | |
| Total Cyanide | 1 2 3 4 5 6 7 8 9 10 |
| Available Cyanide | 1 2 3 4 5 6 7 8 9 10 |
| ***Available Cyanide is equivalent to Amenable Cyanide*** | |

*FF: Samples must be Field Filtered

*Calc: Includes Nitrite and Nitrite+Nitrate Analyses

**Any Known Hazards:**

| Chain of Custody | Relinquished By | Received By | Date / Time |
|---|---|---|---|
| | Print Name & Org | Print Name & Org | |
| | Signature | Signature | |
| | Print Name & Org | Print Name & Org | |
| | Signature | Signature | |

# Completing your Analysis Request

## Filling out the Form

**1 Verify you have the most current and correct version of this form.**

- There are multiple versions of the Analysis Request form based on the sample matrix and available analyses.
- Refer to the revision date in the lower right corner to verify you have the most recent version of the form.
- Refer to the Matrix in the top right corner to verify you have the correct version of the form.

**2 Enter all applicable Project Details.**

- Laboratory Staff will enter the information provided into our system as written.
- Incomplete or incorrect information may lead to billing errors and delays of analysis.
- *Rushed or expedited analyses MUST be approved by a Laboratory Manager prior to sample submission. See details below.

**3 Enter all applicable Sample Details.**

- Laboratory Staff will enter the information provided into our system as written.
- Write clearly. Illegible, incomplete or incorrect information may lead to reporting errors and delays of analysis.

**4 Select which Analyses you would like to request for each Sample**

- Note that some analyses requested may include other analyses necessary to complete the initial request.
- For example Nitrate-$NO_3$ includes both Nitrite and Nitrite+Nitrate analyses.
- Also note that certain analyses require Field Filtration while others are offered with Lab Filtration as denoted by *FF or *LF.

**5 Indicate any potential hazards that could affect handling of the sample**

- Provide any details that may be applicable to the samples.

**6 Return the samples to the Laboratory for Analysis**

- Samples can be shipped to the Laboratory or returned in person by appointment only. Appointments can be made by calling the Laboratory at (517) 335-9800 and selecting option 1.
- Upon sample submission, you will be prompted to complete the Chain of Custody portion of the form, indicating who has handled the samples.

**7 Sample Results Reporting**

- You should receive your results through the email addresses provided within 15 business days unless the samples are requested AND approved to be rushed or expedited.
- Sample results are reported in standard PDF and standard electronic data deliverable (EDD) report formats.

## Submitting a Rush Request

***Must be State Project Manager and Laboratory Approved***

**1 Navigate your web browser to our Rush Request Form: https://forms.office.com/g/Fxz0TxsKZG.**

- The top of the form should read "Rush Request Form." Call (517) 335-9800 with any questions regarding the process.

**2 Complete questions 1-9 to the best of your knowledge and select "Submit."**

- Your submission of the Rush Request Form does NOT guarantee or imply consent to providing rush or expedited analyses.
- Surcharges will apply based on which rush turnaround time is approved. Some analyses not available within all turnaround time windows.

**3 Wait for the Laboratory to reach out to you.**

- Laboratory Staff will contact you to discuss and/or confirm your Rush Request.
- Until you hear a confirmation from a Laboratory Manager, your request is NOT approved and may not be rushed or expedited on arrival.

**4 On your Analysis Request, enter the Approved Turnaround Time (in days) and Approving Manager.**

- Your turnaround time request will be reviewed upon receipt. Sample(s) may not be rushed or expedited without record of pre-approval.

## Rush/Expedited Analysis Surcharges

| 1 Business Day | 2-3 Business Days | 4-5 Business Days | 6-14 Business Days |
|---|---|---|---|
| 200% Surcharge | 100% Surcharge | 75% Surcharge | 50% Surcharge |

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