



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

# Analysis Request - Waste Water

LAB USE ONLY		Project Name:			Matrix:			
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:			Overflow Lab Choice:			
CC Email 1:		*Rush Turnaround Request Days:            Appr By:			Temp:			
CC Email 2:					°C		ROI	
CC Email 3:					Y		N	

**\*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		METALS		DISSOLVED (HNO <sub>3</sub> ) (*FF)		TOTAL (HNO <sub>3</sub> )		INORGANIC CHEMISTRY	
<b>VOA-Volatile Organic Analysis</b>		Aluminum-Al		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		<b>General Chemistry - Neutral</b>	
Volatiles-Full List		Antimony-Sb		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Ortho Phosphate	
BTEX/MTBE/TMB		Arsenic-As		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Diss O-Phos (*FF)	
Chlorinated Only		Barium-Ba		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Nitrite-NO <sub>2</sub>	
GRO		Beryllium-Be		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Nitrate-NO <sub>3</sub> (*Calc)	
1,4 Dioxane		Boron-B		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Suspended Solids	
<b>METH - Methane, Ethane, Ethene</b>		Cadmium-Cd		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Diss Solids	
VOA-Methane		Calcium-Ca		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Turbidity	
<b>ON - Pesticides, PCBs</b>		Chromium-Cr		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Total Alkalinity	
Pesticides & PCBs		Cobalt-Co		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Bicarb/Carb Alk	
Pesticides Only		Copper-Cu		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Chloride-Cl	
PCBs Only		Iron-Fe		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Sulfate-SO <sub>4</sub>	
Toxaphene		Lead-Pb		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Diss Cr6+ (*FF)	
<b>BNA - Base Neutral Acids</b>		Lithium-Li		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		pH	
BNAs		Magnesium-Mg		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Conductivity	
<b>Organic Specialty Requests</b>		Manganese-Mn		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		TDS-Calculated	
Lib Search-Volatiles		Mercury-Hg		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		<b>General Chemistry - Acidic</b>	
Lib Search-SemiVols		Molybdenum-Mo		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Total Org Carbon	
<b>METALS CHEMISTRY PACKAGES</b>		Nickel-Ni		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Ammonia-NH <sub>3</sub>	
OpMemo2-Total		Potassium-K		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Nitrate+Nitrite	
OpMemo2-Dissolved		Selenium-Se		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Kjeldahl Nitrogen	
<i>Includes Sb,As,Ba,Be,Cd,Cr,Cu,Co,Fe,Pb,Mn,Hg,Mo,Ni,Se,Ag,Ti,V,Zn</i>		Silver-Ag		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Total Phosphorus	
Michigan10-Total		Sodium-Na		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Diss Org Carb (*FF)	
Michigan10-Dissolved		Strontium-Sr		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Chem Oxyg Dem	
<i>Includes As,Ba,Be,Cd,Cr,Cu,Pb,Hg,Se,Ag,Zn</i>		Thallium-Tl		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		<b>General Chemistry - Basic</b>	
		Titanium-Ti		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Chlorophyll	
		Uranium-U		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Total Cyanide	
		Vanadium-V		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		Available Cyanide	
		Zinc-Zn		1 2 3 4 5 6 7 8 9 10		1 2 3 4 5 6 7 8 9 10		<i>Available Cyanide is equivalent to Amenable Cyanide</i>	
		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

\*Calc: Includes Nitrite and Nitrite+Nitrate Analyses

**Any Known Hazards:**

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.

- 1 There are multiple versions of the Analysis Request form based on the sample matrix and available analyses.
- 1 Refer to the revision date in the lower right corner to verify you have the most recent version of the form.
- 1 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.

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

### 3 Enter all applicable Sample Details.

- 1 Laboratory Staff will enter the information provided into our system as written.
- 1 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

- 1 Note that some analyses requested may include other analyses necessary to complete the initial request.
- 1 For example Nitrate-NO<sub>3</sub> includes both Nitrite and Nitrite+Nitrate analyses.
- 1 Also note that certain analyses require Field Filtration as denoted by \*FF.

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

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

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

- 1 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.
- 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

- 1 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.
- 1 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 website and open our "Scheduling & Rush Request Form".

- 1 Our website can be found by scanning the QR Code on the top of this page or at [www.michigan.gov/eglelab](http://www.michigan.gov/eglelab).

### 2 Complete all questions to the best of your knowledge and select "Submit."

- 1 Your submission does NOT guarantee or imply consent to providing rush or expedited analyses.
- 1 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.

- 1 Laboratory Staff will contact you to discuss and/or confirm your Rush Request.
- 1 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.

- 1 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  
200% Surcharge

2-3 Business Days  
100% Surcharge

4-5 Business Days  
75% Surcharge

6-14 Business Days  
50% Surcharge

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