



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Analysis Request - Soil / Sediment

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:					
CC Email 1:		Overflow Lab Choice:					
CC Email 2:		*Rush Turnaround Request Days: Appr By:			Temp:		
CC Email 3:					°C		ROI
				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		TOTAL		INORGANIC CHEMISTRY	
VOA-Volatile Organic Analysis		Aluminum-Al		1 2 3 4 5 6 7 8 9 10		General Chemistry - Basic (NaOH)	
Volatiles-Full List 1 2 3 4 5 6 7 8 9 10		Antimony-Sb		1 2 3 4 5 6 7 8 9 10		Total Cyanide 1 2 3 4 5 6 7 8 9 10	
BTEX/MTBE/TMB 1 2 3 4 5 6 7 8 9 10		Arsenic-As		1 2 3 4 5 6 7 8 9 10		Available Cyanide 1 2 3 4 5 6 7 8 9 10	
Chlorinated Only 1 2 3 4 5 6 7 8 9 10		Barium-Ba		1 2 3 4 5 6 7 8 9 10		<i>Available Cyanide is equivalent to Amenable Cyanide</i>	
GRO 1 2 3 4 5 6 7 8 9 10		Beryllium-Be		1 2 3 4 5 6 7 8 9 10			
ON - Pesticides, PCBs		Cadmium-Cd		1 2 3 4 5 6 7 8 9 10			
Pesticides & PCBs 1 2 3 4 5 6 7 8 9 10		Calcium-Ca		1 2 3 4 5 6 7 8 9 10			
Pesticides Only 1 2 3 4 5 6 7 8 9 10		Chromium-Cr		1 2 3 4 5 6 7 8 9 10			
PCBs Only 1 2 3 4 5 6 7 8 9 10		Cobalt-Co		1 2 3 4 5 6 7 8 9 10			
Toxaphene 1 2 3 4 5 6 7 8 9 10		Copper-Cu		1 2 3 4 5 6 7 8 9 10			
Chlordane 1 2 3 4 5 6 7 8 9 10		Iron-Fe		1 2 3 4 5 6 7 8 9 10			
BNA - Base Neutral Acids		Lead-Pb		1 2 3 4 5 6 7 8 9 10			
BNAs 1 2 3 4 5 6 7 8 9 10		Lithium-Li		1 2 3 4 5 6 7 8 9 10			
PNAs Only 1 2 3 4 5 6 7 8 9 10		Magnesium-Mg		1 2 3 4 5 6 7 8 9 10			
BNs Only 1 2 3 4 5 6 7 8 9 10		Manganese-Mn		1 2 3 4 5 6 7 8 9 10			
Organic Specialty Requests		Mercury-Hg		1 2 3 4 5 6 7 8 9 10			
Lib Search-Volatiles 1 2 3 4 5 6 7 8 9 10		Molybdenum-Mo		1 2 3 4 5 6 7 8 9 10			
Lib Search-SemiVols 1 2 3 4 5 6 7 8 9 10		Nickel-Ni		1 2 3 4 5 6 7 8 9 10			
Finger Print 1 2 3 4 5 6 7 8 9 10		Potassium-K		1 2 3 4 5 6 7 8 9 10			
DRO / ORO 1 2 3 4 5 6 7 8 9 10		Selenium-Se		1 2 3 4 5 6 7 8 9 10			
METALS CHEMISTRY PACKAGES		Silver-Ag		1 2 3 4 5 6 7 8 9 10			
OpMemo2-Total 1 2 3 4 5 6 7 8 9 10		Sodium-Na		1 2 3 4 5 6 7 8 9 10			
<i>Includes Sb,As,Ba,Be,Cd,Cr,Cu,Co,Fe,Pb,Mn,Hg,Mo,Ni,Se,Ag,Ti,V,Zn</i>		Strontium-Sr		1 2 3 4 5 6 7 8 9 10			
Michigan10-Total 1 2 3 4 5 6 7 8 9 10		Thallium-Tl		1 2 3 4 5 6 7 8 9 10			
<i>Includes As,Ba,Cd,Cr,Cu,Pb,Hg,Se,Ag,Zn</i>		Titanium-Ti		1 2 3 4 5 6 7 8 9 10			
		Uranium-U		1 2 3 4 5 6 7 8 9 10			
		Vanadium-V		1 2 3 4 5 6 7 8 9 10			
		Zinc-Zn		1 2 3 4 5 6 7 8 9 10			

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-NO₃ 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.
- 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

<u>1 Business Day</u> 200% Surcharge	<u>2-3 Business Days</u> 100% Surcharge	<u>4-5 Business Days</u> 75% Surcharge	<u>6-14 Business Days</u> 50% Surcharge
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