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

Analysis Request - Air

Print Form

Reset Form

LAB USE ONLY	Project Name:				Matrix:	Air
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	Regulator ID	Canister/BottleVac Number
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

ANALYSIS SELECTION

VOA - Volatile Organic Analysis										
Bottlevac	1	2	3	4	5	6	7	8	9	10
Canister	1	2	3	4	5	6	7	8	9	10
METH - Methane, Ethane, Ethene										
Methane, Ethane, Ethene	1	2	3	4	5	6	7	8	9	10

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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