



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Analysis Request - Air

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: ROI
CC Email 3:						°C 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	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
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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

1 Business Day
200% Surcharge

2-3 Business Days
100% Surcharge

4-5 Business Days
75% Surcharge

6-14 Business Days
50% Surcharge

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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