



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

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

## Analysis Request - PFAS

*For Investigation*

	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:			<b>*Rush Turnaround Request</b>	Temp:
CC Email 3:				°C
			Days:	ROI
			Appr By:	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					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**ANALYSIS SELECTION**  
*(Applies to all samples listed above)*

**PFAS - Method 533**  
*(2x 250 mL plastic bottles per sample)*

**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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