



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Analysis Request - Dust Wipe

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
CC Email 3:
Days: Appr By:
Temp: ROI
°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.

Table with 6 columns: Lab Use Only, Field Sample ID, Collection Date, Collection Time, Bottle Count, Comments. Rows 1-10.

ANALYSIS SELECTION

Table listing analysis selection options for various elements: Aluminum-Al, Arsenic-As, Barium-Ba, Beryllium-Be, Cadmium-Cd, Calcium-Ca, Chromium-Cr, Cobalt-Co, Copper-Cu, Iron-Fe, Lead-Pb, Lithium-Li, Magnesium-Mg, Manganese-Mn, Molybdenum-Mo, Nickel-Ni, Potassium-K, Selenium-Se, Silver-Ag, Sodium-Na, Strontium-Sr, Thallium-Tl, Titanium-Ti, Uranium-U, Vanadium-V, Zinc-Zn.

Any Known Hazards:

Blank area for reporting any known hazards.

Relinquished By / Received By / Date / Time
Print Name & Org
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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