



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

### Analysis Request - Bacteria For Surface Water

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:				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.**

Lab Use Only	Field Sample ID	Collection Date	Collection Time	Bottle Count	Comments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

#### ANALYSIS SELECTION

##### Microbiological Analyses

	1	2	3	4	5	6	7	8	9	10
NPEC - LOW ( <i>E. coli</i> up to 24,196 MPN)										
NPEC - High ( <i>E. coli</i> up to 241,960 MPN)										
NPFC ( <i>Fecal coliform</i> up to 24,196 MPN)										

##### 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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