

3350 Evergreen Drive NE  
 Grand Rapids, MI 49525  
 t. 616-364-7600

**Sample drop off times at GR Lab:**  
 8:00 AM - 4:30 PM Monday - Thursday  
 8:00 AM - 3:00 PM Friday

Lab Sample ID

**Sample Information**

WSSN# \_\_\_\_\_ Site Code \_\_\_\_\_

Customer Name \_\_\_\_\_

Sample Address \_\_\_\_\_

\*Sample Location \_\_\_\_\_

*\*If bottles were taken from different locations, fill in information below*

Sample Taken By \_\_\_\_\_

Date & Time of Collection \_\_\_\_\_

Chlorinated: Yes No

Purpose: Routine Const/Repair Mortgage  
 New Well Repeat Other

**Check Testing Required**

\$20.00 Bacteria by Presence/Absence \$25.00 Lead

Sample Location: \_\_\_\_\_

\$30.00 Bacteria by Colony Count \$25.00 Arsenic

\$25.00 Nitrate / Nitrite\* \$100.00 VOC

Sample Location: \_\_\_\_\_

\$50.00 Partial Chemistry: Fluoride, Chloride, Sulfate, **Nitrate/Nitrite\***, Sodium, Iron, Hardness

Other:

**Report/Invoice To**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email Report to \_\_\_\_\_

Email Invoice to \_\_\_\_\_

*Note: Samples that are greater than **24 hours** old may not be analyzed due to holding time requirements*

**Deliver to lab on ICE**

Please write the sample address on the bottle label.

**Payment**

Cash

Credit Card

Check Number \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

Sample Relinquished By / Date / Time

Sample Received By / Date / Time / Temp

## **SAMPLE COLLECTION GUIDANCE**

### **Sample Containers**

Coliform Bacteria: Sterile sealed bottle with a dechlorinating agent. (This will not affect the result for a sample from a non-chlorinated source.)

Nitrate/Nitrite: 125mL plastic bottle.

Partial Chemistry: 250mL plastic bottle.

Lead or Lead/Copper: 1-liter plastic bottle.

Other Metals: Plastic bottle - size dependent upon metals requested.

Other Testing: Bottle dependent upon parameter.

### **Coliform Bacteria Sampling**

Fill out the label on the bottle before sample collection.

Do Not:

Open the bottle until you are ready to collect the sample.

Touch the inside of the cap or bottle.

Rinse the bottle. (The sample bottle contains a white preservative that must stay in the water sample.)

Use the designated sampling location.

Remove the aerator from the faucet and disinfect the faucet with chlorine bleach or rubbing alcohol.

Run the cold water for 5 minutes.

Reduce the water flow to a pencil-sized stream. Remove and hold the cap while you fill the bottle to the fill line.

Do not let the cap or bottle touch the faucet. Do not overfill the bottle. Avoid splashing water.

Replace and secure the cap.

Complete all known information on the chain of custody form. (The front of this sheet.)

Keep the sample cold until you are able to deliver it.

Deliver the sample to the lab within 24 hours of collection.

### **Nitrate/Nitrite / Partial Chemistry Sampling**

Fill out the label on the bottle before sample collection.

Use the designated sampling location.

Remove and hold the cap while you fill the bottle to the neck.

Replace and secure the cap.

Complete all known information on the chain of custody form. (The front of this sheet.)

Keep the sample cold until you are able to deliver it.

Deliver the sample to the lab within 24 hours of collection.

### **Lead/Copper Sampling**

Fill out the label on the bottle before sample collection.

Use the designated sampling location(s).

For Lead impact from house plumbing, collect a first-draw sample where the water has stood motionless in the piping for at least 6 hours.

Do not flush the sample tap before this type of sample collection.

For typical-use sample collection, run the water from the collection site for at least 5 minutes before collection.

Fill the sample bottle to the neck.

Complete all known information on the chain of custody form. (The front of this sheet.)

Deliver the sample to the lab soon after collection.