



**Kent County Regional Laboratory**

**Request for Water Analysis**

- See back for collection & shipping instructions
- Fee **MUST** be enclosed or billing information provided
- **\*Required Information**

| <b>PLEASE CHECK THE TEST(S)<br/>REQUESTED</b>  | Fees As<br>of<br>04/01/16 |
|--|---------------------------|
| Drinking Water Bacteria (Total Coliform)   | \$16.00                   |
| Swimming Pool Bacteria (Total Coliform)  | \$16.00                   |
| Pond, Lake, Stream, or other Surface water<br>Count for Bacteria                                 | \$19.00                   |
| Automated Partial Chemistry:<br>Hardness, Sulfate, Iron,<br>Nitrate, Nitrite, Fluoride, Chloride | \$20.00                   |
| Lead   | \$18.00                   |
| Arsenic  | \$18.00                   |
| Corrosion control (Lead & Copper)  | \$26.00                   |

**Collector Code:** \_\_\_\_\_  
 0-County Personnel    5-Other  
 1-Water Supply Operator  
 2-Private Citizen  
 3-MDNR  
 4-MDA

| *Sample Source Code:  | *Sample Purpose Code:   | *Sample Point Code:  |
|---|---|--|
| 0- Single family dwelling<br>1- Type I (Community, apartment, subdivision, mobile home park, etc. with 25 or more residents year round)<br>2- Type II (School, industry, restaurant, office etc. serving 25 or more persons—60 days or more per year)<br>3- Type III (All other public supplies: duplex, small office)<br>7- Surface Water- includes bathing beach and wastewater discharge<br>8- Pool or Spa | 0- Routine testing<br>1- Real estate transaction<br>2- Repeat sample<br>3- Construction or New Well<br>5- Water Quality Problem<br>9- Other | 1- Public System Well<br>2- Public System Surface Water<br>3-Untreated Public Distribution<br>4-Treated Public Distribution<br>5- Untreated Private Well<br>6- Treated Softened Private Well<br>7- Pressure Tank/Plant Tap<br>9- Other |

**Report Results To: Fill In Information Below**

|   |         |            |
|---|---------|------------|
| *Name:  | *Phone: |            |
| *Street Address:  |         |            |
| *City:  | *State: | *Zip Code: |
| Is the billing address the same?    YES   or   NO    If no, please provide in space below.  |         |            |
| <b>Samples received for compliance purposes after the 30 hour specified EPA hold time, will not be tested or charged. Those samples will receive a report documenting that samples were not tested.</b> |         |            |

**Please Provide Third Party Billing Information Below.**

|   |                     |                     |
|---|---------------------|---------------------|
| Name:   | Phone:              |                     |
| Street Address:   |                     |                     |
| City:   | State:              | Zip Code:           |
| <b>THIS AREA IS REQUIRED BY THE EPA AND MUST BE FILLED OUT!</b>   |                     |                     |
| *Collection Location (Business/Owner name)  | *Name of Collector: |                     |
| *Street Address:  | *Date Collected:    |                     |
| *City:  | *County:            | *Time Collected:    |
| *Township:  | Well #:             |                     |
| WSSN (Water Supply Serial Number)/Pool #:   | Site Code:          |                     |
| 1- Kitchen tap    9-Drinking Fountain<br>2- Bathroom tap    10. Milk House<br>3- Sample tap    11. Surface Water _____<br>4- Outside tap    12. Other _____<br>5- Well head<br>6- Pool<br>7- Spa<br>8-Pressure Tank |                     | <b>LAB USE ONLY</b> |
| Sample Point Bacteria:  |                     | Check #:            |
| Sample Point Chemistry:   |                     | Cash:               |
|   |                     | CC:                 |
|   |                     | Amount received:    |
|   |                     | Initials:           |

## Collection and Shipping Instructions

|   |  |
|---|--|
| <p>A. For all testing Complete the <b>Request for Water Analysis form</b> (on reverse side) for each set of samples submitted.</p> <p>B. Enclose fee (fees are listed on reverse) with sample, testing will not be initiated without payment.</p> <p>C. Wash your hands thoroughly with soap and water. Select a clean, cold-water faucet in good working order.</p> <p>D. Do not open the bottle until you are ready to collect the sample. <b>DO NOT RINSE THE BOTTLE BEFORE COLLECTING THE SAMPLE!</b> Do not touch the inside of the cap or the bottle.</p> |  |
| <p style="text-align: center;"><b>Bacteria<br/>(Total Coliforms &amp; E.Coli)</b></p> <p>100 mL clear bottle with a white cap, with a seal.<br/>Please note: there is a white powder chemical preservative in this bottle.</p>  | <ol style="list-style-type: none"> <li>1. Remove attachments: aerators (small screen), and hose connections. Disinfect faucet with bleach.</li> <li>2. Allow the water to run at full flow for about 10 minutes (until water is cold).</li> <li>3. Reduce the flow to avoid splashing, and collect the sample directly into the collection bottle. <b>DO NOT</b> allow water from the outside surface of the faucet or tap to drip into the bottle.</li> <li>4. Fill the bottle just above the 100 mL line, 100 mL is <b>REQUIRED</b> to perform the testing. Screw the cap tight to prevent leakage and return the sample to the laboratory within 30 hours of collection.</li> </ol>   |
| <p style="text-align: center;"><b>Partial Chemistry<br/>(Water Quality)</b></p> <p>100 mL cloudy bottle with a black cap, does not have a seal.<br/><b><u>NEVER USE THE BOTTLE WITH THE PRESERVATIVE FOR TESTING!</u></b></p>   | <ol style="list-style-type: none"> <li>1. Remove attachments: aerators (small screen), and hose connections.</li> <li>2. Allow the water to run at full flow for about 10 minutes (until water is cold).</li> <li>3. Collect the sample directly into the collection bottle. <b>DO NOT</b> allow water from the outside surface of the faucet or tap to drip into the bottle.</li> <li>4. Fill the bottle to the bottom of the bottle neck. Screw the cap tight to prevent leakage.</li> <li>5. <b>PARTIAL CHEMISTRY SAMPLES MUST BE SHIPPED OR DELIVERED TO THE LABORATORY IN A COOLER WITH ICE PACKS AND TESTING MUST BE COMPLETED WITHIN 48 HOURS OF COLLECTION.</b></li> </ol>   |
| <p style="text-align: center;"><b>Lead</b></p> <p>100 mL amber bottle with a white cap</p>  | <ol style="list-style-type: none"> <li>1. <b>The sample must be the FIRST DRAW after the 6 hour waiting period.</b> Do not collect samples after a long weekend or when the faucet has not been used for an extended period. <b>Water MUST NOT BE IN USE FOR 6 HOURS PRIOR TO TESTING</b> (Do not flush toilets, run faucets, or run appliances).</li> <li>2. Choose a faucet used for drinking i.e. kitchen or bathroom.</li> <li>3. Collect the sample directly into the collection bottle. Fill the bottle just above the 100 mL line 100 mL is <b>REQUIRED</b> to perform the testing. Screw the cap tight to prevent leakage and return the sample to laboratory within 14 days of collection.</li> </ol>   |
| <p style="text-align: center;"><b>Arsenic</b></p> <p>100 mL amber bottle with a white cap</p>   | <ol style="list-style-type: none"> <li>1. Remove attachments: aerators (small screen), and hose connections.</li> <li>2. Allow the water to run at full flow for about 10 minutes (until water is cold).</li> <li>3. Collect the sample directly into the collection bottle. <b>DO NOT</b> allow water from the outside surface of the faucet or tap to drip into the bottle.</li> <li>4. Fill the bottle to the bottom of the bottle neck. Screw the cap tight to prevent leakage and return the sample to laboratory within 14 days of collection.</li> </ol>  |
| <p style="text-align: center;"><b>Corrosion Control<br/>(Lead &amp; Copper)</b></p> <p>1000 mL amber bottle with a white cap</p>  | <ol style="list-style-type: none"> <li>1. Samples for Compliance with the Lead and Copper Rule <b>MUST</b> be submitted in a 1000mL collection container.</li> <li>2. <b>The sample must be the FIRST DRAW after the 6 hour waiting period.</b> Do not collect samples after a long weekend or when the faucet has not been used for an extended period. <b>Water MUST NOT BE IN USE FOR 6 HOURS PRIOR TO TESTING</b> (Do not flush toilets, run faucets, or run appliances).</li> <li>3. Choose a faucet used for drinking i.e. kitchen or bathroom.</li> <li>4. Collect the sample directly into the collection bottle. Fill the bottle just above the 1000 mL line 1000 mL is <b>REQUIRED</b> to perform the testing. Screw the cap tight to prevent leakage and return the sample to laboratory within 14 days of collection.</li> </ol> |

Revised 11/08/2016-alc

Samples can be sent by the company of your choice, samples should not be shipped Thursdays, Fridays or before a holiday.

**Shipping address if using UPS or FEDEX is**

KCHD-Laboratory  
700 Fuller Ave, NE  
Grand Rapids, MI 49503

**Shipping address if using USPS is**

KCHD-Laboratory  
PO Box 355  
Grand Rapids, MI 49501