Laboratory Services Division  
(989) 758-3825  

WELL WATER COLLECTION INSTRUCTIONS FROM A TAP  
Issued under authority of Act 368, P.A. 1978  

SEE CURRENT FEE SCHEDULE FOR PRICING  

✓ WATER SAMPLES ARE ONLY ACCEPTED MONDAY, TUESDAY AND WEDNESDAY BEFORE 4:00 P.M.  
✓ PLEASE CHECK WITH THE LABORATORY FOR SPECIFIC DATES SAMPLES CANNOT BE ACCEPTED DUE TO HOLIDAYS OR OTHER BUILDING CLOSURE.  
✓ The samples must be returned no later than 24 hours after the collection. Samples need to be placed on ice immediately after collection. Do not freeze.  
✓ Do not open the sterile bottle until the sample is to be taken.  
✓ Do not write on bottles. You may label with masking tape.  

SAMPLE COLLECTION PROCEDURE:  
1. Please wash hands. Remove any aerator, screen or other device from the end of the faucet. Wipe the end of the faucet and lightly flame it with a lighter, match or rolled paper. Do not overheat, as it may cause discoloration.  
2. Using cold water only, turn on the water and allow it to run for a full ten minutes. Remove the cap from the sample bottle, taking care not to touch the inside of the cap, or the threads of the bottle.  
3. Fill the bottle not quite full, so enough airspace is left for shaking.  

COMPLETING FORM  
1. A separate submission form is required for each sample container in order to identify it for reporting.  
2. Fill out all sections as completely as possible.  
3. Return the slip and bottle to the Laboratory at 1600 N. Michigan Avenue, Room 102.  

RECEIVING RESULTS  
1. SELF-ADDRESSED STAMPED ENVELOPE IS REQUIRED FOR US TO MAIL RESULTS TO YOU.  
2. Results can be emailed to you. Please provide email address in the appropriate section.  
3. You may pick up your results or call the above number after 12:00 p.m. on the following Tuesday of the week the sample was brought in.  

Direct all questions concerning the objectionable results to your local Environmental Health Services of the Health Department.  

We solicit any comments concerning this service. Please reply to Laboratory Services Division.  

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