



WATER TEST REQUEST FORM

**Wisconsin State
Laboratory of Hygiene**

http://www.slh.wisc.edu/ehd
Environmental Health Division
2601 Agriculture Drive
P.O. Box 7996
Madison, WI 53707-7996
(608)224-6202 (800)442-4618

*Check tests desired. If no test is indicated, Bacteria will be tested.
There is a cost for each test. Please refer to the separate price list*

Bacteria
 Fluoride

Nitrate
 RUSH Nitrate *Refer to price list.*

Report/Bill to:
(Please print clearly or use your address label)

Name: _____
PO Box: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: _____

Check one report option:

E-mail Address _____
 Dedicated FAX Number _____
 US Mail: the P.O. Box or Address line from above will be used.

If none of the options above are selected, a printed report will be sent by US mail.

Customer ID :

Reason for test:

Annual Test (A) New Well (N)
 Pump Work/Maint (K) Real Estate (E)
 Investigation (I) Other (O)

Well Information:

Complete this section ONLY if you have a well

Unique Well # _____ Example : AB123

Well Construction Date: _____

Drilled (D) Jetted (J)
 Driven Point (W) Dug (G)
 Other (X) _____
 (Check if same as **Report/Bill** name and address)

Owner Name: _____

Owner Address: _____

Owner City: _____

Owner State: _____ ZIP: _____

Owner Phone: _____

(circle one)

Collection Date: __/__/____ **Time** __:__(am/pm)

Collected By: _____

County: _____

Professional License #: _____

Address Sampled: (Check if same as **Report/Bill** name and address)

(If private well, also complete **Well Information** section)

Sample Source:

Kitchen Tap (PK) Bathroom Tap (PT)
 Pressure Tank Tap (PP) Milk House (PM)
 Basement Tap (PE) Laundry Tap (PL)
 Sample Faucet (PD) Outside Tap (PH)
 Other (PO) _____ Spring (PS)

Bacti Only:

Swimming Beach Pool

(Laboratory Use Only)

BACTI RESULTS (Total Coliform)

SAFE
 UNSAFE
 E. COLI ABSENT E. COLI PRESENT

Attention: Important Shipping Information
Be sure to ask when your package will arrive at the lab.

Use the Red and White label for commercial delivery service.
United Parcel Service 800-742-5877 FedEx 800-463-3339
Dunhams 800-236-7127 Spee-Dee 715-341-4960

Use the Orange label for US Postal Service. Included is a priority mail sticker or envelope. Some Wisconsin regions are standard 2-day delivery to the lab, for other areas the priority only guarantees it will arrive within 3 days, most arrive in 1-2 days.
US Postal Service 608-246-1220

Collecting Samples for Bacteriological, Nitrate and Fluoride



Step 1 Locate a sampling tap near the well. The pressure tank tap is a good location. A kitchen tap may also be used for sampling.



Step 2 **DO NOT** use a leaky tap or outside tap.



Step 3 Remove the tap screen or aerator if sampling from a standard household tap. If the water no longer comes out of tap in a stream but dribbles back, use another tap.



Step 4 Sterilize opening of metal tap or pressure tank tap with a flame (butane lighter, propane torch etc.) Heat until tap is hot. **DO NOT FLAME** chrome, plastic taps or taps with plastic internal parts.



Step 5 Remove sample bottle from Styrofoam shipper. Remove sterility seal. **DO NOT** touch the bottle lip or the inside of cap.



Step 6 Let the cold water run for 5 minutes. **DO NOT** change the flow rate or shut off the tap or wipe end of tap or bump the neck on swing faucets. **Fill the bottle to about 1.0 inch from the top** and securely tighten cap.



Step 7 Write your name on the side of the sample bottle with a waterproof pen. Complete the lab test request form with a ballpoint or waterproof pen. Indicate the desired tests on the form. **Remember to fill in the collection date and time.**



Step 8 Place the sample bottle in the zip-lock bag. **Do NOT** put request form in the bag. Squeeze out excess air. Close zip-lock bag. Place sample and request form in shipper. Place return mailing label on the outside of the shipper. Secure shipper with two rubber bands as pictured.

Kit content:

- Styrofoam shipper
- Sterile bottle (non-thiosulfate)
- Test request form
- Zip-lock bag
- 2 Rubber bands
- U.S. Mail return label
- Priority Mail label
- Commercial carrier return label

- **Warning:** The water sample must be analyzed within 48 hours of collection. Check with your local post office or commercial carrier. Some areas of the state have higher shipping rates.