



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

There is a cost for each test. Please refer to the separate price list



Heterotrophic plate count



Pseudomonas aeruginosa

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)

(Laboratory Use Only)

☐ HPC/mg

☐ Pseudomonas aeruginosa

☐ ABSENT ☐ 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 HPC and *Pseudomonas aeruginosa*



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** use a flame if the tap is plastic or chrome.



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.