

WATER TESTING REQUEST FORM

Monroe County Health Department
315 W. Oak Street
Sparta, WI 54656
(608) 269-8666 Fax: (608) 269-8872



Important Information:

- Samples are accepted Monday-Thursday 8:30am-4pm. Samples will not be accepted the day before a holiday.
- Samples should arrive at Monroe County Health Department **immediately** after being taken.
- Samples must be paid for at time of bottle pick-up. **Cash or check is accepted.**
- Average Result Time: Bacteria (2-3 business days), Nitrate (up to 6 weeks)

Collection Date (MM-DD-YY)	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Collected by:	Phone #:
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Send results to: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Send results via: <input type="checkbox"/> Mail <input type="checkbox"/> Call <input type="checkbox"/> Fax <input type="checkbox"/> E-mail Applicable Phone/Fax/E-mail:
	Submitter Name: _____ Street Address: _____ City, State, Zip Code: _____
	Client Name (if different than submitter): _____ Street Address: _____ City, State, Zip Code: _____
	Well Owner Name (if different from above): _____ Well Address: _____ City and County: _____

Sampling Information- Reason for Test:

Annual Test Previous Unsafe
 Taste or Odor Real Estate
 Other _____

Sample Location:
Mark N for Nitrates and B for Bacteria

Bathroom Tap Pressure Tank Tap
 Kitchen Tap Outside Faucet
 Other _____

Well Construction Information:

Drilled Dug Driven Point
 Jetted Other _____

WI Unique Well #:
(If known) _____

Test Request:

Bacteria Nitrate Lead
 Metals Arsenic Other

For Lab Use Only

Amount Paid _____
 Payment Method: _____
 Check #: _____

Date Received (MM-DD-YY):
Time Received: AM PM

Bacteriological Interpretation

Safe (Coliform Absent) Unsafe (Coliform Present)
 E Coli Absent E Coli Present

Nitrate Result:
Arsenic Result:
Other Result:

BACTERIA SAMPLING STEPS

1. Locate a sample faucet such as a bathroom tap. *Avoid faucets with hoses, irremovable aerators, outdoor faucets, and faucets that swivel.* If possible, remove any aerator or additional attachments from the faucet head.
2. If possible, sterilize **metal** faucets by using a propane torch for approximately 15 seconds. Do not flame faucets that are not metal.
3. Let the water run at least 10 minutes. **Cold, hard water** should be taken. If you use a water softener, the sample should be taken from the pressure tank. *While water is running, use a permanent marker to fill out information on bacteria bottle (type, date/time, location, **leave ID blank**)*
4. Wash hands thoroughly with soap and water.
5. Open sterilized container (being sure to not touch the inside of bottle cap or rim). Fill to 1/2 inch from the top and carefully replace cap. Place sample in sandwich sized bag.
6. Fill the 1 gallon bag or a cooler at least half full with ice. Place the bagged sample bottle inside the gallon bag or cooler filled with ice.
7. Complete the **Water Test Request Form** once samples are collected.
8. Water samples should be submitted as soon as possible, preferably within 6 hours of collection. **Samples older than 30 hours will not be accepted for analysis.**

NITRATE SAMPLING STEPS

1. Locate your water pressure tank (generally in the basement) and sample faucet. *Do not take a sample through a house or plastic fitting.*
2. Place a pail or plastic tub under the faucet to catch running water. Allow water to run at a steady pressure for 5 minutes before filling the sample bottle. *While water is running, use a permanent marker to fill out information on the nitrate bottle (client, date, time, **leave sample ID blank**)*
3. After 5 minutes, fill the nitrate bottle until the water is approximately 1/2 inch from the top of the bottle. **Note:** Do not rinse bottle or touch the inside of the cap.
4. Fill the 1 gallon bag at least half full with ice. Secure the cap on the bottle and place in 1 gallon bag. Bacteria and nitrate samples can be placed in the same 1 gallon bag.

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