

## Analysis Request Form

Date: \_\_\_\_\_

**Expedite** Must notify laboratory that samples coming, expedite based on based on availability. Additional cost required.

**Client Information**

Please provide the information of the company or individual submitting samples for analysis.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Country: \_\_\_\_\_

**Second Party Information**

Please provide information of the company or individual samples are being submitted for, analysis data will be delivered to this party as well.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Country: \_\_\_\_\_

**Billing Information**

Please provide information of the company or individual invoices should be remitted to, if any changes in this information occurs while sample analysis is being completed, please notify us **immediately**.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 P O Number: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Number of samples in this shipment: \_\_\_\_\_

Sample(s) taken from:    Stream   Lake   Estuary   Marine   Other \_\_\_\_\_

## Algae - Services Requested

### Phytoplankton

Enumeration & Identification to taxa level ►  Division  Genus  Species<sup>1</sup>  
*Customer Requested Units* *Data Reports return NU/mL, if different please specify* ►  **Other** \_\_\_\_\_  
Biovolume estimates requested ►  Yes  No

### Periphyton

Enumeration & Identification to taxa level ►  Division  Genus  Species<sup>1</sup>  Diatom Only<sup>2</sup>  
*Customer Requested Units* *Data Reports return NU/sq. cm, if different please specify* ►  **Other** \_\_\_\_\_  
Biovolume estimates requested ►  Yes  No

### ID Only to taxa level ►

Division  Genus  Species<sup>1</sup>

### Chlorophyll a ►

Yes

*Customer Requested Units* *Data Reports return µg/L, if different please specify* ►  **Other** \_\_\_\_\_

### Sediment Core - Akinetes ►

Yes

*Customer Requested Units* *Data Reports return Akinetes/g, if different please specify* ►  **Other** \_\_\_\_\_

### Sediment Core - Diatoms ►

Yes

*Customer Requested Units* *Data Reports return frustules, if different please specify* ►  **Other** \_\_\_\_\_

### Archive Only ►

Slide mount only  Naphrax Diatom mount only

### Bacteria Counts ►

Yes  
(Total Counts DAPI Method)

## Zooplankton - Services Requested

Enumeration & Identification to taxa level ►  Genus  Species<sup>1</sup>  
*Customer Requested Units* *Data Reports return Animals/L, if different please specify* ►  **Other** \_\_\_\_\_  
Biomass estimates requested ►  Yes  No

### ID Only to taxa level ►

Genus  Species<sup>1</sup>

### Archive Only ►

Yes

## Macroinvertebrates - Services Requested

Enumeration & Identification to level ►  Family  
*Customer Requested Units* *Data Reports return total count, if different please specify* ►  **Other** \_\_\_\_\_

<sup>1</sup> We strive to identify all organisms to species level. However, due to the availability of taxonomic keys, condition of samples, and the density of samples, this may not be possible. We will always identify specimens to the "lowest practical level" consistent with customer requests.

<sup>2</sup> Diatoms only to species count or below for diversity purposes

Sample Type	Abbreviations <sup>1</sup>	It is our goal to eliminate confusion regarding sample receipt and data analysis. Please provide PhycoTech with the requested information designated for each sample type. This procedure will improve our efficiency, increase data accuracy, and speed up the analysis process. Please feel free to contact us with any questions or concerns.
Phytoplankton Sample	PHYT	<b>ONLY in the case of a Phytoplankton Tow please include: Sample Volume (mL or L) and Tow Volume (m<sup>3</sup> or L), or Sample Volume (mL or L), Tow Net Diameter (cm or m) and Tow Net Depth (m) for each Phytoplankton Tow Sample</b>
Periphyton Sample	PERI	<b>Please include: Total Sample Volume (mL or L) and Total Sample Area (cm<sup>2</sup> or m<sup>2</sup>) or, Sub Sample Volume (mL or L) and Sub Sample Area (cm<sup>2</sup> or m<sup>2</sup>) for each Periphyton Sample</b>
Epiphyton Sample	EPIPHYT	<b>Please include Sample Volume (mL or L) and Sample Weight (mg or g) for each Epiphyte Sample</b>
Zooplankton Sample	ZOOPT	<b>Please include: Sample Volume (mL or L) and Tow Volume (m<sup>3</sup> or L), or Sample Volume (mL or L), Tow Net Diameter (cm or m) and Tow Net Depth (m) for each Zooplankton Sample</b>
Zebra Mussel Veliger	ZMV	<b>Please include Total Sample Volume (mL or L) If the sample has already been concentrated the Sub Sample Volume (mL or L) is required in addition to the Total Sample Volume</b>
Macroinvertebrate	MACRO	<b>MAY require Sample Area (cm<sup>2</sup> or m<sup>2</sup>) if Whole Density Count analysis is requested.</b>

<sup>1</sup> Use these abbreviations when entering information in the "Sample Type" column on the sample data sheet.

