



620 Broad Street - Suite 100 - St. Joseph - MI 49085 - Phone: 269-983-3654 - Fax: 269-983-3653
info@phycotech.com - www.phycotech.com

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 Species¹
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 Species¹ Diatom Only²
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 Species¹

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 Species¹
Customer Requested Units *Data Reports return Animals/L, if different please specify* ► **Other** _____
Biomass estimates requested ► Yes No

ID Only to taxa level ►

Genus Species¹

Archive Only ►

Yes

Macroinvertebrates - Services Requested

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

¹ 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.

² Diatoms only to species count or below for diversity purposes

Sample Type	Abbreviations ¹	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	ONLY in the case of a Phytoplankton Tow please include: Sample Volume (mL or L) and Tow Volume (m³ or L), or Sample Volume (mL or L), Tow Net Diameter (cm or m) and Tow Net Depth (m) for each Phytoplankton Tow Sample
Periphyton Sample	PERI	Please include: Total Sample Volume (mL or L) and Total Sample Area (cm² or m²) or, Sub Sample Volume (mL or L) and Sub Sample Area (cm² or m²) for each Periphyton Sample
Epiphyton Sample	EPIPHYT	Please include Sample Volume (mL or L) and Sample Weight (mg or g) for each Epiphyte Sample
Zooplankton Sample	ZOOPT	Please include: Sample Volume (mL or L) and Tow Volume (m³ or L), or Sample Volume (mL or L), Tow Net Diameter (cm or m) and Tow Net Depth (m) for each Zooplankton Sample
Zebra Mussel Veliger	ZMV	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
Macroinvertebrate	MACRO	MAY require Sample Area (cm² or m²) if Whole Density Count analysis is requested.

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

Sample Data Sheet

Sample Date	Sample ID	Water System Name	Site	Station	Sample Depth ¹	Sample Type ²	Sample Volume	Sample Area or Weight	Tow Sample Volume	Tow Volume	Tow Net Diameter	Tow Net Depth	Preservative ³

¹ Sample Depth: Epilimnion=EPI; Pooled Epilimion=PEPI; Metalimnion=META; Hypolimnion=HYPO; Composite=COMP; Benthic=BENT

² Sample Type: Please refer to the "Sample Type Calculation Information" form. All calculation variables (i.e. total sample volume, etc.) that must be provided for the specified Sample Type are listed.

³ Preservative: Ethanol=ETH; Formaldehyde=F-Hyde; Formalin=F-Lin; Gluteraldehyde=GLUT; Live=LIVE; Lugols=LUG; M₃ Fixative=M₃; Methanol=METH; MP₃=MP₃