

Instructions for sampling & mailing water sample kits to the
Wisconsin State Lab of Hygiene from St. Croix County.

1. SAMPLE ON MONDAY OR TUESDAY. Do not sample in any week that has a holiday.

2. SAMPLE LATE IN THE AFTERNOON. You still need to get to the post office and make it in that day's mail. The earliest you can sample is 12:30 pm.

FYI...If you sample in the morning and you mail it right away, the sample will still sit in the post office until the mail goes out that afternoon. The sample will then be too late to test for bacteria because the lab does not get their mail until late in the morning two days later. This puts it past the 48 hours deadline to test.

FYI... New Richmond, Hudson, River Falls and St. Croix Falls post offices close at 5:00; Baldwin, Hammond, Roberts, Somerset, Spring Valley, Star Prairie and Wilson post offices close at 4:30; Deer Park post office closes at 4:15; Glenwood City post office closes at 4:00. These closing times were checked in November 2008, and may have changed since then. Call your post office to confirm what time they close.

3. USE PRIORITY MAIL. Envelopes are available at the post office. This will cost \$4.80 for a package with either one sample bottle for bacteria/nitrate or three sample bottles for the complete metals tests. Put bottle(s) in the styrofoam container, use the rubber bands to clasp the styrofoam container together, and put inside the Priority Mail envelope. Do not forget to put in the filled out laboratory's Request Form.

4. USE THE ORANGE ADDRESS LABEL PROVIDED.

WSLH-Water Sample, State Lab Of Hygiene, 2601 Agriculture Dr, Po Box 7996, Madison WI 53707-7996

If you can not follow all of these instructions completely, use Express Mail. This will cost around \$17.50

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