



Rockford Environmental Laboratory Pre-Payment Protocol

Effective February 3, 2020, the Rockford Environmental Laboratory will require pre-payment for all testing services on water samples collected from private wells.

Satellite locations that provide sample containers and forms to customers requesting these services will now have an analysis order form that will be included in the sample kit.

Customers will use the order form to check tests required. Payment for these tests will be made at the Rockford City Hall Payment Center at 425 East State Street, located on the first floor, **prior** to submitting water samples to the laboratory for analysis.

Upon payment at City Hall, customers will receive two (2) receipts; one (1) for their records and one (1) that will be turned in at the laboratory along with the coliform paperwork and water sample(s). This receipt will confirm payment.

Please note that samples **will not** be accepted for analysis unless accompanied with a paid receipt from City Hall.

Please feel free to contact our laboratory at 779-348-7151 with any questions.

Thank you for your cooperation.