**Advanced Request for Analytical Services**

430 National Center

12201 Sunrise Valley Dr

Reston, VA 20192

Contact: Dr. Denise M. Akob, (703) 648-5819, dakob@usgs.gov

**Purpose**

This form enables users to request analytical services from the Reston Molecular and Environmental Microbiology Laboratory (RMEML) in advance of sample delivery to the laboratory. This form is to be used by sample submitters for requesting microbiological analyses of samples that have been planned for collection but have not yet been collected.

By placing an order with the RMEML, an SV will be prepared immediately by the RMEML for the requested services. Orders placed with the RMEML are governed by the "Principles of Appropriations Law" for purpose, time and amount. It is the time principle that governs when orders can be placed; in particular the "bona fide needs" rule. That rule states: "A fiscal year appropriation may be obligated only to meet a legitimate, or bona fide, need arising in the fiscal year for which the appropriation was made." In making this request, a sample submitter is certifying that a bona fide ana1ytical services need exists.

**Requestor information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of admin person that needs to receive a copy of the SV: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address of admin person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Analytical services information**

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| --- | --- | --- | --- | --- |
| Analysis needed | Date by which samples will be delivered to RMEML | Number of samples | Cost per sample\* | Number of samples × cost |
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\* From Fee Schedule