



Vermont Department of Environmental Conservation Guidance for Ordering Analytical Lab Services

VT DEC has a contract (#3954) with a laboratory analytical service provider, Endyne, Inc., to give Department programs the ability to receive analytical services for parameters that the Vermont Agricultural and Environmental Laboratory (VAEL) are unable to perform at this time.

Services included in the contract that VAEL does not provide and relevant rates for services are found below:

| Analytical Test | Media | Cost per sample standard data package | Cost per sample data package including raw data |
|----------------------------------|---------------|---------------------------------------|---|
| Trichloroethene | Water | \$75.00 | \$85.00 |
| Cyanide | Water | \$45.00 | \$50.00 |
| Cyanide amenable to chlorination | Water | \$55.00 | \$60.00 |
| Oil and Grease | Water | \$50.00 | \$55.00 |
| VOCS using EPA Method 8260 | Water | \$100.00 | \$120.00 |
| VOCS using EPA Method 8260 | Soil/sediment | \$110.00 | \$130.00 |
| Semi-VOCS using EPA Method 8270 | Water | \$225.00 | \$245.00 |
| Semi-VOCS using EPA Method 8270 | Soil/sediment | \$225.00 | \$265.00 |

The contract and its full list of services/pricing can be viewed at this link:

\\vtanr\Docs\DEC_CO_Admin\GCDMS\538-2694-Endyne Contract Amendmetn_39543 Fully Executed.pdf

Instructions for Order Authorization and Shipping Samples

- Prior to authorizing a vendor to perform lab services, staff will need to send an email to David Pasco (david.pasco@vermont.gov) in Financial Operations to obtain Purchase Order approval. The email should include:
 - Requested PO ID # (The PO ID # will be the five-digit contract number – dash – a four-digit unique identifier of your choosing. For example: 34961-####)
 - List and number of services/analyses to be requested (i.e. Cyanide, Oil and Grease)
 - Funding codes to which the services will be charged (Dept ID, Fund, Program and Project codes)
 - Requested budget amount based on contract pricing
- Financial Operations will **confirm via email** that the contract’s remaining balance will allow for staff’s requested budget and that the Purchase Order has been approved.
- Staff can then drop by or call the lab to pick-up/order applicable bottles, etc. for the samples. Ideally bottles will be ordered at least a week in advance if staff can’t pick up the bottles so Endyne can provide via one of the courier routes free of charge. Shipping will be charged if any bottles need to be shipped to DEC Staff via UPS, etc. Endyne has labs at the following locations:

160 James Brown Drive



Williston, VT 05495
802-879-4333

56 Etna Rd., Suite F
Lebanon, NH 03766
603-678-4891

- Once samples have been taken, they can either be:
 - Dropped off at an Endyne lab;
 - Picked up via courier routes (see attached); or
 - Shipped to an Endyne lab.
- Staff will provide Endyne the **purchase order** ID for the samples either over the phone or via the Chain of Custody form Endyne will provide with the bottles.

Obtaining Results of Analytical Testing

- Results will be emailed to staff and accompanied by an invoice. Financial Operations will be copied as well.
- Financial Operations will obtain invoice approval by technical staff and process the invoice for payment.

Any other questions regarding this contract or ordering instructions can be directed to David Pasco (email: see above; phone: 802-490-6112).

ENDYNE COURIER ROUTE TO LEBANON NH

| Weekday | Drop-Off Deadlines | Arrival at Lab | Town | Location | Courier |
|-----------|--------------------|----------------|---------------------|--|---------|
| Tuesday | 7:45 | 13:50 | Perkinsville | Intersection 131 & 106/Aquacheck | WS |
| Tuesday | 9:00 | 13:30 | Manchester VT | 6377 Route 7A (Advanced Water Works) | WS |
| Tuesday | 9:30 | 13:30 | Bennington | 244 Harrington Rd, Bennington WWTF | WS |
| Tuesday | 10:00 | 13:30 | Wilmington | Swan Electric, Coldbrook Rd | WS |
| Tuesday | 10:30 | 13:30 | Brattleboro | 212 Fairground Rd | WS |
| Wednesday | 9:15 | 13:50 | Perkinsville | Intersection 131 & 106/Aquacheck | WS |
| Wednesday | 9:30 | 13:50 | Ludlow | 212 Pleasant St/Ludlow WWTF | WS |
| Wednesday | 9:45 | 13:50 | West Rutland | 336 Clearwater Blvd, West Rutland 'NWTF | WS |
| Wednesday | 10:00 | 13:50 | Rutland | 10 Green Hill Lane, Rutland WWTF | WS |
| Wednesday | 10:00 | 13:50 | Rutland | 50 Merchants Row/Chamber of Commerce | WS |
| Thursdays | 9:30 | 13:50 | Keene NH | 420 Airport Rd, Keene WWTF | WS |
| Thursdays | 10:00 | 13:50 | Keene NH | 33 Whittemore Farm Rd, EAi | WS |
| Thursdays | 10:30 | 13:50 | Windsor VT | 123 Pasco Way, Windsor WW | WS |
| Wednesday | 9:10 | 11:30 | St Johnsbury | 799 Bay Street, ST J WWTF | NC |
| Wednesday | 9:15 | 11:30 | Plainfield | 28 Recreation Field Rd , Plainfield WWTF | NC |
| Wednesday | 10:15 | 11 :30 | Randolph | Hedding Drive, Randolph WWTF | NC |
| Wed-Thurs | 13:30 | 8:00 ND | Brattleboro | 161 Wellington Rd , Neenah | NC |
| Thursday | 9:00 | 11:30 | West Rutland | 336 Clearwater Blvd, West Rutland WWTF | NC |
| Thursday | 9:15 | 11:30 | Rutland | 113 South Main Street, VT Plating | NC |
| Thursday | wait | 11:30 | Killington | 2068 RI 4 Killington Deli Parking Lot | NC |
| Thursday | by request | 11:30 | Bridgewater Corners | 5534 Rte 4 | NC |
| Thursday | 10:30 | 11:30 | Woodstock | 212750 Maxham Meadow Rd WWTF | NC |

COURIER ROUTES - DELIVERY TO ENDYNE, WILLISTON VT

| Weekday | Drop Time | Arrival at Lab | Town | Organization | Address | Courier | Destination | Site Contact | |
|------------------------------|----------------|----------------|-------------------|----------------------------|--------------------------------------|---------|-------------|---------------------|--|
| Monday | 10:30 | 15:00 | St. Albans | St. Albans Co-op | 138 Federal Street | PEX | Wil | NOT A DROP SPOT | |
| Tuesday | 12:00 | 13:30 | Ferrisburgh | Kingsland Bay State Park | Kingsland Bay | PEX | Wil | NOT A DROP SPOT | |
| Wednesday | 10:30 | 15:00 | St. Albans | St. Albans WWTF | Rewes Road | PEX | Wil | | |
| Wednesday | 10:30 | 15:00 | | Ben & Jerry | | PEX | Wil | NOT A DROP SPOT | |
| Wednesday | | 16:00 | Shelden Springs | 1/VestRock Missisquoi Mill | | GMM | Will | NOT A DROP SPOT | |
| Wednesday | 11:00 | 14:00 | Berlin/Montpelier | Montpelier Water Plant | 1480 Paine Turnpike, Berlin | PEX | Wil | | |
| Thursday | 10:00 | 14:00 | Berlin/Montpelier | Montpelier Water Plant | 1480 Paine Turnpike, Berlin | PEX | Wil | | |
| Thursday | 11:00 | 14:00 | Johnson | Johnson WWTF (2x Month) | | PEX | Will | NOT A DROP SPOT | |
| Thursday | 12:00 | 14:00 | Morrisville | Morrisville Water & Light | Elmore St | PEX | Will | | |
| Thursday | 12:30 | 14:00 | Stowe | StoweWWTF | River Road | PEX | Will | | |
| Friday | | 16:00 | Shelden Springs | WestRock Missisquoi Mill | | GMM | Will | | |
| Daily-called in | 7:30-8:00 | 15:00 | Bennington | PEX Drivers House | | PEX | Wil | | |
| Daily-called in | 9:00 | 14:30 | Rutland | Seward's Family Restaurant | Rte 7 | PEX | Wil | | |
| Daily-called in | 8:25 | 15:00 | Manchester | To Be Determined | | PEX | Wil | | |
| Daily-called in | 13:00 | AM ND | Manchester | Ship Express | 5018 Main St. | PEX | Wil | | |
| Daily-called in | 12:30 | 16:00 | St Johnsbury | St. Johnsbury Hospital | | PEX | Wil | | |
| Daily-called in | Prior to 16:00 | 8:30 | Potsdam NY | | | GMM | Wil | | |
| PEX- Priority Express | | | | 802-862-2828 | GMM -Green Mountain Messenger | | | 800-648-2855 | |
| Last Revised: 5/13/16; mlf | | | | | | | | | |
| Revised: August 15, 2015 | | | | | | | | | |