

## SUBMITTING SAMPLES TO THE LABORATORY SERVICES BUREAU

### (Montana Public Health and Environmental Laboratories)

1. Use any carrier (Postal Service priority mail, UPS, Federal Express, etc.)
2. Use our Laboratory Courier Service locations free of charge. See our website for more information <http://dphhs.mt.gov/publichealth/LaboratoryServices/CourierRoutesSampleDelivery>
3. Hand-deliver samples to the Cogswell Building (1400 E. Broadway) Laboratory Loading Dock. The Loading Dock is located behind the Cogswell Building at the end of Roberts Street. It is easiest to drive to Lockey Ave and around on Roberts. See the map below. The “**STAR**” indicates the loading dock area. The second picture is of the loading dock.

Upon arriving at the new loading dock area, you may park near the loading dock and proceed to the brown double doors on the side. Press the button on the intercom located to the right of the doors. This will notify the Main Office that someone is at the loading dock entrance. Please state your purpose for being there and let the office staff know if you need assistance. If you do not require assistance, you may enter the loading dock and place your sample(s) in the designated area. (Shelf for water samples and boxes, ambient cooler, or refrigerator)

If you decide to use the main entrance of the Cogswell Building at 1400 Broadway, please call 444-2642 upon arrival at the door and wait for someone to come and collect your samples. The Cogswell Building is accessible only with a badge and requires an escort for entry. There are two 15-minute parking spaces available in front of the building.

