

# Memo

To: North Dakota Public Water Systems  
From: Renee Snyder, Analyst II  
Date: December 1, 2025  
Re: 2026 Calendar, Client Notification of Record Disposal

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This memo contains information for the 2026 sampling season.

- Enclosed please find the sample delivery schedule for 2026. The schedule and memo are also available online at: <https://www.hhs.nd.gov/Laboratory-services/water-testing>.
- All ND Public Water Systems have been contacted via email to get set up with an NDHHS Lab Web Portal account. If your water system has not been set up yet or if there are any questions, please contact the lab.
- The ND State Lab will be moving to a new location in the spring of 2026. There will be an email sent out including the exact date and information on dropping off samples when it gets closer to that time.
- If you have kits that are older than two years, please return them to the laboratory. The sample bottles do expire. If you would like to have an extra kit on hand, please contact the lab and another kit can be sent out to you.
- We are required by the Environmental Protection Agency to notify systems prior to disposal of records. The Microbiology Division maintains records for five years. Records from 2020 will be disposed of by January 31, 2026. Any requests for copies must be submitted prior to the disposal date. If you need copies of any reports, contact the laboratory at 701-328-6519.

If you have any questions or concerns, please contact the laboratory at 701-328-6519, or email [reneesnyder@nd.gov](mailto:reneesnyder@nd.gov).

LABORATORY SERVICE | 2635 East Main Street | Bismarck, ND 58506  
701-328-6272 | <https://www.health.nd.gov/microlab>

BIOTHREAT  
701-328-6295

GENERAL  
MICROBIOLOGY  
701-328-6292

LABORATORY  
OPERATIONS  
701-328-6288

QUALITY  
MANAGEMENT  
701-328-6279

SPECIAL  
MICROBIOLOGY  
701-328-6283