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Special Sample Analysis Request

Sample Label (Office use only)

CLIENT INFORMATION:

Account #

Company: ONLY COMPLETE IF YOU CAN NOT SUPPLY ACCOUNT NUMBER

Address: ONLY COMPLETE IF YOU CAN NOT SUPPLY ACCOUNT NUMBER

Order Number:

VAT Number ONLY COMPLETE IF YOU CAN NOT SUPPLY ACCOUNT NUMBER

Check the boxes along the sample information to indicate test for each sample.

CONTACT INFORMATION:

Contact Person:

Phone: ONLY COMPLETE IF YOU CAN NOT SUPPLY ACCOUNT NUMBER

Email/s ONLY COMPLETE IF YOU CAN NOT SUPPLY ACCOUNT NUMBER

Advisor Email: ONLY COMPLETE IF ADVISOR MAY RECEIVE RESULTS

Please fill out as much information as possible.

#	Sample Name / Description / Location / Lot	Sample Date	Sample Type
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Test(s) Requested:																			
Standard Growing Medium analysis	Growing Medium Trace Elements	Growing Medium AFP + WHC	AGQ Chemical Fertiliser Analysis	Basic Compost Analyses	Basic Manure Analyses	Full Compost Analysis	Gypsum Analysis	Lime Analysis	TCLP - Environmental	Volatile Organic Compounds	Trihalomethanes	Total Petroleum Hydrocarbon	Pesticides - Std LC-MS/MS + GC-MS Screening	Carbon as % C and % Ash	pH and Conductivity	Macro and Micro nutrients	Heavy Metals	% Moisture	OTHER subcontract (Attach approved quotation)

What is the intended end use of the samples / reports?

Is there a specific concern / anything notable about the samples?

Compulsory additional charges apply:

URGENT:

FOREIGN SAMPLE/S:

COUNTRY OF ORIGIN:

Samples submitted by:	Date:	Time:	Comments:
Samples received by:	Date:	Time:	

Add any additional notes or testing requirements:

Refer to the Terms and Conditions on the next page.

General sampling guidelines for GC-MS analyses:

Our main objective is to assure the accuracy and precision of our results so that they will be reliable, interpretable, repeatable and defensible.

There are many factors that can affect test results, with sampling being a major factor. Also, submitting your sample in the appropriate container can eliminate the need for retesting.

For these reasons, we advise following our sampling guidelines closely.

Produce samples:

- The sample needs to be representative of the batch it's taken from to ensure the best possible representation. Therefore, we require a minimum of 1kg of produce per sample.
- The packaging used for a particular type of product will be adequate as a sample container.
- Samples should be marked clearly with all the info you wish to reflect on the report.
- Samples should reach the Laboratory as soon as possible after sampling and kept cool during transit. If samples show signs of decay, the sample condition will be recorded as 'Poor'.

Water / Liquid samples:

- The sample needs to be representative of the batch it's taken from to ensure the best possible representation. Therefore, we require a minimum of 1L of water / liquid per sample.
- A glass container with no head-space is preferred (i.e. there should be no gap between the water / liquid and the cap) if the sample will be analysed for volatile compounds.
- Samples should be marked clearly with all the info you wish to reflect on the report.
- Samples should reach the Laboratory as soon as possible after sampling and kept cool during transit, preferably within 24 hours post sampling.

PLEASE NOTE

Any harmful or hazardous substances present in samples should be reported to Labserve on submission of samples and should be indicated on this form. Failure to declare such substances in samples could lead to legal action in the event of injury or harm to Labserve personnel or the environment.

To comply with legal requirements of our import permit, all samples originating outside of South Africa need to be declared when submitted.

Disclaimer:

1. Labserve reserves the right to refuse unsuitable samples or testing where it does not have the capability & resources to meet the customer requirements.
2. Labserve does not accept responsibility for the damage of samples en route to the laboratory.
3. Labserve reserves the right not to test samples if this Sample Registration Form is not signed.
4. Labserve reserves the right to refuse to test samples / release results if the customer's account is overdue.
5. The sender will be held responsible for the account if not otherwise instructed.
6. Labserve is not responsible for analytical inaccuracies due to inappropriate sample container/ storage before receipt/ sampling/ pre-treatment.
7. Please ensure that samples are correctly labelled.
8. Labserve reserves the right to subcontract or refer samples to other competent laboratories for testing if not able to do the testing at own laboratory.
9. Uncertainty values are available on request.
10. The laboratory commits itself to keep information obtained or created during laboratory activities for the customer confidential. If any information will be made publicly available either by an agreement between the laboratory and customer or by requirements in the law, the laboratory shall inform the customer in advance, unless it is prohibited by law.
11. Customer information may be used during SANAS or other external assessments, provided that all parties involved have signed a confidentiality agreement agreeing not to divulge any customer information.
12. By signing this form you are agreeing to the specifications as mentioned in points 1 to 11, and all the information recorded prior to signing.
13. E&OE