

Analytical Research Laboratory
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Plant Tissue Submission Checklist

(Please read this form carefully before submitting plant tissue samples to the ARL)

ARL Goal: Our primary goal at the ARL is to provide IFAS researchers with quality analyses. Additionally, we strive to provide these services in a friendly and timely manner and at a modest fee. However, quality, timeliness, and cost of analyses are all adversely affected when samples are submitted improperly to the ARL.

Sample Preparation You can help by ensuring that all samples are correctly prepared and labeled prior to their arrival at the ARL.

- 1) Currently, the ARL only accepts **plant tissue** samples. Samples should be dried and **pre-ground** prior to their arrival at the ARL. We recommend that samples be ground to at least a 10-mesh size. Keep in mind that the fineness of the grind will determine how homogeneous the sample is and will affect the reproducibility of your data. If samples require additional preparation/sieving upon arrival at the ARL, and personnel are available, then an additional charge of **\$5.00 per sample** will be charged to your account.
- 2) Samples should be submitted in either a Whirl-Pak™ type bag (polyethylene with flat wire closure, available for purchase through Fisher Scientific) or in 20-mL scintillation vials with plastic lined caps (also available through Fisher Scientific, catalog # 03-337-23C) with the sample identification printed clearly on the SIDE of each container. **Samples must be numbered sequentially.**
- 3) The ARL reserves the right to refuse samples that are not provided in the correct sample containers or that are improperly labeled or prepared.
- 4) If possible, please estimate the concentration range you expect your samples to contain and note that range to the side of the analyses you select. The ARL website lists the linear working ranges for the various methods used by the ARL. For samples with concentrations outside the normal linear working range, the ARL will perform dilutions at the bench but there will be a fee of **\$1.00 per dilution per sample** charged to your account.
- 5) If you have samples with an unusual matrix, please contact the ARL prior to submitting your samples. This includes samples that may contain high concentrations of heavy metals, pesticides, or other possibly hazardous materials. This information should also be noted in writing on the Sample Analysis Request Form.
 - a) If you do not contact the ARL and instrumentation is damaged during the analysis of your samples, and it is determined that the damage was due to the sample matrix, your account will be charged for the parts necessary to repair the instrument.
- 6) As a favor to other researchers wishing to utilize the ARL, please notify us as soon as possible if you are unable to comply with your scheduled sample appointment date. This allows the ARL to allocate this time to another researcher's samples.

Please note: Many IFAS researchers have already incorporated the above requests with little or no disruption to their sample preparation/submission program. Unfortunately, additional charges, lost productivity, and the return of unanalyzed samples are all potential consequences of improperly prepared samples. Please do not hesitate to contact the ARL if you are unclear about any of the above instructions, or if you have any other questions or comments.