Sample Analysis Request Form
--- CERTIFIED ANALYSES ---
(Solution Only)

RESEARCHER’S SAMPLE IDENTIFICATION
Consecutive Number ____________ to ____________
Total Number of Samples ______________________
Maximum # of Samples Per Request
NO3-N, NH4-N, TKN, ICP metals = 160 samples
Total-P and Ortho-P = 80 samples
Requested Processing Date ______________________

EWQL USE ONLY
Appointment Date ______________________
Set Number ______________________
Lab Numbers _____________ to _____________
Date Request Received ______________________
Sample Receipt Date ______________________

CHECKLIST- Read carefully before submitting samples to the EWQL.
1. **ALL SAMPLES MUST BE SCHEDULED WITH THE EWQL PRIOR TO DELIVERY.** Two copies of your information sheet will be returned to you with your assigned appointment date listed. Keep one copy and return the other with your samples. Please ensure that samples arrive by the appointment date. Samples arriving after their appointment date will be returned to the researcher and will need to be rescheduled before they will be analyzed.

2. **PLAN AHEAD.** There is typically a 4 to 6 week delay between the date a Sample Analysis Request Form is received and the date the samples will be scheduled to arrive. We strongly suggest that you complete and submit your Sample Analysis Request Forms during the planning stages of your research or teaching project. Contacting us after your samples have been collected, extracted, or digested may result in sample analysis delays. Please DO NOT deliver more samples to the EWQL than are indicated on your Sample Analysis Request Form.

3. The EWQL is using direct invoicing of UF/IFAS research account numbers for payment of services. Please expect to budget $8.00 per requested analyte/sample, and $2.00/digestion/sample. Samples with unusual matrices or other problems may be subject to additional charges. Be sure to provide your sample matrix on this form. Please contact the EWQL with any questions concerning unusual matrices or special analyses.

4. Currently the EWQL only accepts samples provided in 20-mL scintillation vials (Fisher 0333723C) with the sample identification printed clearly on the SIDE of each vial with indelible ink. Samples must be numbered sequentially. Labeling the vial caps only is unacceptable and the EWQL reserves the right to refuse samples that are not provided in the correct sample containers or that are improperly labeled or prepared.

5. **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 EWQL website lists the linear working ranges for the various methods used by the EWQL. Diluting your samples into that range helps eliminate analysis delays and prevents charges to your account for sample dilutions.

6. Please critically evaluate your report as soon as possible after receipt. The EWQL holds analyzed samples for approximately 4 weeks after the final report is mailed to the researcher. Samples will be discarded after that date unless otherwise instructed. The completed hard-copy data package including all supporting documentation is maintained on file at the EWQL for five (5) years after the end of the project.

**SAMPLE INFORMATION**
Solvent (required) ____________ Project ____________ Date Sampled ____________
Discard sample after completion? Yes / No

**REQUESTED TESTS:** If all analyses in a test package are desired, circle the appropriate test number. Otherwise, circle only those analytes desired. Indicate approximate concentration range on the line next to each element.

<table>
<thead>
<tr>
<th>Test</th>
<th>Analyses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>P (ICP method, mgL⁻¹ range) ____________ K ____________ Ca ____________ Mg ____________</td>
</tr>
<tr>
<td>2.</td>
<td>Zn ____________ Mn ____________ Cu ____________ Fe ____________</td>
</tr>
<tr>
<td>3.</td>
<td>Al ____________ B ____________ Cd ____________ Ni ____________ Pb ____________</td>
</tr>
<tr>
<td>4.</td>
<td>Spec. Cond. ____________ Na ____________ pH ____________</td>
</tr>
<tr>
<td>5.</td>
<td>NH₄-N ____________ NO₃-N + NO₂-N ____________</td>
</tr>
<tr>
<td>6.</td>
<td>Total Kjeldahl Nitrogen (TKN) ____________ digestion ____________ analysis ____________</td>
</tr>
<tr>
<td>7.</td>
<td>Ortho-PO₄ ____________ Total-PO₄ ____________ (colorimetric methods, ugL⁻¹ ranges) Note: Total-PO₄ requires 20 ml for digestion.</td>
</tr>
</tbody>
</table>

Website: http://arl.ifas.ufl.edu

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