# Laboratory request form example

This form has been partially completed as an example.

Sample program and site description: ......................................................................................................

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Sampling officer: ....................................................... Position: ................................................................

Section: ..................................................................... Branch: ..................................................................

Sampling date: .......................................................... File reference: .......................................................

Payment authority no.: .............................................................................................................................

Sample details

| Sample no. | Sample time | Sample location | Sample description | Parameters to be analysed | Sample size (mL or g) | Reference criteria |
| --- | --- | --- | --- | --- | --- | --- |
| MB1 | 09:00 | Monitor bore (north-east) | Groundwater | pH, EC, TP, TN | 1,000 mL | SW, IP |
| SP2 | 09:45 | Creek upstream of site | Creek water | Colour, EC, TP, TN | 1,000 mL | A, AE |
| – | – | – | – | – | – | – |
| – | – | – | – | – | – | – |
| – | – | – | – | – | – | – |
|  | – | – | – | – | – | – |

Legend for reference criteria: A = aesthetic values, AE = aquatic ecosystems, IP = irrigation of plants, SW = stock water supplies.

Sample preservation details (e.g. on ice):

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Site conditions during sampling (e.g. cool, 12°C, raining, creek flowing at estimated 10–15 L/sec):

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## Laboratory details

Analytical laboratory: ...............................................................................................................................

Accepted by: ............................................................. Position: ................................................................

Date: ......................................................................... Time: .....................................................................

## Analysis request notes (tick requirement and provide email address)

🞎 Urgent — Email results to: ...........................................................................................................

🞎 Routine — Email results to: ………………………………………………………………………………….......................

🞎 Legal action — Ensure chain of custody and data validation

## Return analysis results to:

Entity: .......................................................................................................................................................

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Email address: ...........................................................................................................................................

Phone no.: .................................................................................................................................................

Postal address:

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