



## Laboratory request form example

This form has been partially completed as an example.

Sample program and site description: .....

.....

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):

.....

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

.....

.....

.....

## 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: .....

.....

Email address: .....

Phone no.: .....

Postal address:

.....

.....