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LABORATORY 15708 / 12360

# SAMPLE SUBMISSION FORM

BILLING NAME:			
POSTAL ADDRESS:			
CONTACT NAME:			
PHONE:	FAX:		
EMAIL(S):			
LOCATION OF SAMPLING:	DATE	E SAMPLED:	
PURCHASE ORDER NUMBER:	RECE	RECEIVED BY:	

DO YOU REQUIRE AN INDEPENDENT INTERPRETATION (please circle) YES or NO

		1	2	3	4
General (For all samples)	Sample identification:				
	Sample Matrix: (e.g. Soil, plant, water, grain):				
	Test Requested (*eg Full, Salinity,pH, Carbon Density, Coliform):				
	Is the sample prepared?				
Soil sample details	Soil type (if known):				
	Existing use (pasture/fallow/wheat etc.)				
	Depth of sample:				
	Dry land or irrigation:				
	Crop being planted (this season):				
	Fertiliser History:				
Water sample details	Source Type (bore, tap, river etc):				
	Time of sampling:				
Plant/manure/fertiliser/grain sample details	Variety/crop/type:				
	Part sampled (*eg leaf, petiole, whole plant, grain, hay):				
	Issues (*eg lack of colour, patterns, deaths):				
	History (pesticides, age, fertiliser):				
	ID/Line number (for grains):				

### SAMPLE COLLECTION INSTRUCTIONS

# **Collecting Soil Samples:**

- 1. If the soil types vary, sample the predominant soil type. NEVER MIX SOIL TYPES.
- 2. Preferably sample early in the morning and do not sample very wet soils.
- 3. Sample Depth: For most areas, sample soil over the depth of the main root area or A horizon: eg 0-15cm.

For tree crops, orchards and cotton sample over the main root area out to the drip line: eg 0-30cm. For sub soil samples, generally over 15-90cm, to investigate nitrogen reserves or possible toxic levels of sodium.

- 4. Avoid unusual areas such as stock camps, wet areas, old fence lines, timber burns and headlands. Before sampling, remove excess top growth and un-decomposed organic matter taking care not to remove any of the surface soil.
- 5. a) Collecting soil samples in pasture areas: Select five representative sites per 50 hectares. Drive in a permanent marker peg at each site. At a radius of approximately 30m around each site take 10 soil samples.
  b) Collecting soil samples in cropping areas: Collect a minimum of 25 sub-samples along an easily identifiable "monitor line" across the area to be sampled.
- Mix the sub-samples in a clean plastic bucket and remove about 500g (about two handfuls- half a bag). Exclude as much air as possible from bag.
- 7. After collecting the sample, mark identification on the plastic bag. Fill in this details sheet as your identification details will be the ones we use when returning the results to you.
- 8. Preferably keep the samples in a cool place between sampling and posting. Post samples ASAP ensuring all details are completed on the provided envelope. Please allow for 7-10 working days for reports to become available.

### **Collecting Water Samples:**

Taps.

- 1. When sampling from a tap, open fully and let water run to waste for 2-3 minutes or for a time sufficient to permit clearing of the service line. Reduce the flow to permit filling the bottle without splashing.
- 2. If tap cleanliness is questionable apply a solution of Sodium Hypochlorite (Bleach), alcohol wipes or flame the faucet before sampling. Let water run for an additional 2-3 minutes after treatment before collecting sample.
- 3. If sampling from a hot/cold tap, run hot water for 2 minutes then cold water for 2-3 minutes and collect sample.

#### For Microbial Analysis.

Collect a 500ml sample in a sterilised pre-treated plastic bottle for this analysis (bottles are available from the laboratory on request). All samples must be chilled to 4°C and arrive within 6 hours of collection.

- 1. Thoroughly wash hands prior to collecting sample
- 2. Do not rinse the sample bottle prior to sampling.
- 3. The cap of the bottle should not be placed lid down
- 4. At no time should samplers fingers come into contact with the inside of the sample container or lid
- 5. Label each bottle with the Location, Date and Time.

# **Collecting Plant Samples:**

#### Plant Tissue:

- 1. Select the area to be sampled. Preferably sample early in the morning and send samples on the same day. Do not sample plants that have been recently sprayed, that are diseased or covered in dust. Do not sample in extreme climatic conditions, or after irrigation or heavy rain which may cause water logging of the soil.
- 2. You will require clean sampling equipment such as stainless steel scissors, PAPER sample bags and a pen to label bags. Wash your hands thoroughly before sampling or wear a clean rubber glove.
- 3. Collect the minimum number of sub-samples (approximately 2 hand fulls of plant material) for each sample for the varying plant types.
- 4. After collecting the sample, mark identification details on the paper bag so that you know where it came from.
- 5. Fill in this details sheet as your identification details will be the ones we use when returning the results to you.
- 6. Store samples in a cool place such as an esky or refrigerator between sampling and posting. Post/freight samples ASAP ensuring all details are completed.

#### Grain:

- 1. You will require plastic sample bags and a pen to label bags. Wash your hands thoroughly before sampling or wear.
- 2. Collect a minimum of 10 sub-samples (approximately 1 hand full of grain) and mix. Mark identification details. Fill in this sheet as your identification details will be the ones we use when returning your results.
- 3. Store samples in a cool place such as an esky or refrigerator between sampling and posting. Post/freight samples ASAP ensuring all details are completed.