

Sample Submission

OVERVIEW

Sample submittal and log-in is the process of accepting and documenting field sample receipt and transferal to the Laboratory. All client or student samples must be submitted with a properly completed Sample Submission Form. If necessary, they could instead be accompanied by a Chain of Custody Form, which legally documents transport and submission. Ensuring that these forms are filled out properly and completely will facilitate the movement of the samples through the laboratory workflow.

WORKFLOW

Field samples should be logged-in immediately upon arrival by laboratory personnel. If immediate log-in is not possible, samples may be stored temporarily in coolers, or in Refrigerator 1 next to Room 105, until log-in can be performed.

Clients should provide either a Chain of Custody Form, or a Sample Submission Form. This can be submitted as a paper copy with the samples, or electronically through the WSL webpage. Both forms serve as a record of sample submission, and document the collection date/time, preservation, and requested protocols. Each Sample Submittal Form accommodates up to 20 samples. If more samples are being submitted, additional forms will be required.

Sample Acceptance

- If the Chain of Custody form or Sample Submission form is not filled out correctly or completely, the samples associated with them will not be accepted. The information that is required on the Sample Submittal form for sample acceptance is:
 1. Sample Field IDs
 2. Date
 3. Contact Information
 4. Matrix Type
 5. Number of Samples
 6. Tests Desired
 7. Extended Sample Storage
 8. Collection Date and Time
 9. Sampled By
 10. An answer to the 'To be billed?' question (see #4 under Sample Submittal Form)

If you have a cost object, this can be provided after sample submission if necessary. For information on how to correctly fill out the Sample Submission form, please see the associated section within this document.

- Under most circumstances, all water and sediment samples received will be accepted and evaluated before analysis. Other types of samples (food, tissue, grain, etc.) are not normally delivered to the Laboratory, therefore special arrangement should be made for the handling of other sample matrices.
- Individual water and sediment samples may be rejected for log-in under the following conditions:
 1. The sample container is damaged and the contents contaminated.
 2. The sample container is empty, or nearly empty, indicating the sample was either lost in transit or never collected.
 3. The sample label is illegible or missing completely, and it is impossible to identify the sample using other means.
 4. The sample temperature indicates the contents may be compromised.

If any of these conditions are met, then the sample is not logged in, and the Laboratory Manager is notified. The Laboratory Manager will attempt to contact the sample collector to determine if additional sample can be collected.

- If sample condition is questionable, it will be noted on the Sample Submission Form under Comments. Samples which are logged in may later be determined to be unsuitable for the type of analysis requested. The analyst assuming the responsibility for sample processing will make this determination using criteria outlined in the appropriate standard operating procedure (SOP).

SAMPLE SUBMITTAL FORM

Hard copies of the sample submittal form can be obtained from Laboratory Staff, and the form can also be accessed electronically through the Water Sciences Laboratory webpage. Properly completed Sample Submittal Forms must include the following information:

1. Date: Date (MO/DA/YR) samples were delivered to the Laboratory.
2. Contact Name/Information: Contact information for billing purposes. If a student is bringing in samples, the information listed here should be the principal investigator's information.
3. Project Code: Code associated with the research project the samples are to be analyzed for. If samples are not for a research project, list 'Other' for project name. Contact the Laboratory Director or Manager for additional project codes if necessary.
4. Billing Question/Account Number: A client should answer yes if they don't have a designated cost object. A bill will be sent to the address listed in the 'Billing Address' section. If the client has a designated cost object, it should be listed here.
5. Matrix Type: Matrix of samples. If the matrix is not listed, it may be written to the side.
6. Number of Samples: The total number of samples listed on the sample submittal form. If submitting more than 20 samples, additional forms must be used.
7. Tests Desired: The protocol to be followed when analyzing samples. If protocol code is unknown, they can be found on the price lists on the WSL webpage. A member of staff can also assist you.
8. Extended Sample Storage: Whether samples will be stored for a period beyond the 4 weeks listed in the storage policy, for a small fee. The storage policy can be found on the WSL webpage under 'Client Services'.
9. Billing Address: Address where bill should be sent.
10. Sample Field ID: Sample identification information, assigned at the time of collection.

11. Collection Date/Time: Complete collection date (MO/DA/YR), including the time if given.
12. Sampled By: The name or initials of the person(s) who collected the samples.
13. Preservative: Description of sample preservation, if any.

Water Sciences Laboratory

University of Nebraska-Lincoln
watersciences.unl.edu



**Nebraska
Water Center**
Daugherty Water for Food Global Institute

Sample Submittal Form

- 1 Date _____
- 2 Contact Name _____
Company _____
Address _____
City _____ State _____ Zip _____
Email Address _____
Telephone _____
- 3 Project Code _____
- 4 To be billed? (Y/N) Acct. _____
- WSL Batch Number(s) _____
- 5 Matrix Type: Water Wastewater Sediments
(Use a separate form for each matrix)
- 6 Number of Samples _____
- Tests Desired**
(Please refer to protocol code if possible)

7
- 8 Extended sample storage (Y / N) _____
See website under 'Client Services' for storage policy
- 9 Billing Address _____

	Sample Field ID# 10	Collection Date/Time 11	Sampled By 12	Preservative? 13	Lab ID# (WSL use only)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Comments _____
Date Completed _____

Mail or deliver samples and completed form to
202 Water Sciences Laboratory – 1840 N 37th St.
University of Nebraska-Lincoln, Lincoln, NE 68583-0844
dsnow1@unl.edu; 402-472-7539