**Sample Submittal Form**

**Instructions:**  Please submit a signed hard copy of this form with your samples. Please contact us at troot@fau.edu or 561-297-3253 to let us know to expect your samples prior to mailing them to Dr. Tara Root, DW329, 3200 College Ave., Davie FL, 33413. You can also contact us to make arrangements to drop your samples off.

Date received: Lab use only

1. Customer Information

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| --- | --- | --- |
| Prefix: Choose an item. | First name: Click here to enter text. | Last name: Click here to enter text. |
| Department/Company: Click here to enter text. | Phone: Click here to enter text. |
| Address Line 1: Click here to enter text. | Email: Click here to enter text. |
| Address Line 2: Click here to enter text. |
| City: Click here to enter text. | State: Click here to enter text. | Zip code: Click here to enter text. |
| What type of project are these samples for? Choose an item. |
| How would you like to receive the results report? Choose an item. |

2. General sample information

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| --- | --- | --- |
| Total # of water samples submitted with this form:Click here to enter text. | Total # of soil samples submitted with this form:Click here to enter text. | Total # of other samples submitted with this form:Click here to enter text. |
| What would you like us to do with any unused sample? Choose an item. |
| Are any of the samples you are submitting highly contaminated or otherwise hazardous? If yes, please explain below. |
| Click here to enter text. |
| Please provide any special instructions in the space below. |
| Click here to enter text. |

3. Warranty and liability disclaimers:

While the Water Analysis Laboratory (WAL) at Florida Atlantic University performs analytical services with reasonable care and diligence standard to the analytical laboratory industry, no representations, guarantees or warranties of any kind, express or implied, are made as to the accuracy or suitability of the results for particular applications. The customer should determine independently whether the results provided by WAL are suitable for the customer’s intended use. In no event shall WAL or FAU be liable for special, incidental, indirect or consequential damages or any direct damages greater than the cost of the analyses provided.

WAL is not certified under Florida’s environmental laboratory testing program.

*Sample acceptance policy:*

1. A completely filled out and signed sample submission form must be included with all sample submissions.
2. Customer assumes responsibility for submitted samples within an acceptable holding time.
3. Customer assumes responsibility for confirming that WAL can complete the requested analyses within an acceptable holding time prior to submitting samples. (Contact the lab for information about current turn around times.)
4. Sufficient sample size to perform the analyses must be provided. (Contact the lab for information about necessary sample sizes.)
5. All sample containers must be properly labeled with clear markings.
6. Customer assumes responsibility for ensuring the samples were obtained using proper sampling and preservation techniques.
7. Customer assumes responsibility for ensuring proper temperature requirements for thermal preservation of the samples are met during collection, packaging, and transportation to WAL.

Customer signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Sample prep services

Thawing (# of samples): lab use only Filtering (# of samples): lab use only

Dilutions (# of samples): lab use only

5. Sample details

Fill out one of the blocks below for all samples, or groups of samples, requiring the same suite of analyses. For more than 20 samples, or samples requiring different types of analyses, use more than one block. Please contact the lab prior to submitting samples to make sure we are able to run the tests you are requesting within your required time frame. We welcome inquiries from researchers about specialized analyses - if you are interested in services not listed here or not on the [price list](http://www.geosciences.fau.edu/water-lab/WAL%20Price%20List.pdf), please contact us to discuss your needs and our capabilities.

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| Lab ID:1. lab use only2. lab use only3. lab use only4. lab use only5. lab use only6. lab use only7. lab use only8. lab use only9. lab use only10. lab use only11. lab use only12. lab use only13. lab use only14. lab use only15. lab use only16. lab use only17. lab use only18. lab use only19. lab use only20. lab use only | Customer’s Sample ID: 1. Click here to enter text.2. Click here to enter text.3. Click here to enter text.4. Click here to enter text.5. Click here to enter text.6. Click here to enter text.7. Click here to enter text.8. Click here to enter text.9. Click here to enter text.10. Click here to enter text.11. Click here to enter text.12. Click here to enter text.13. Click here to enter text.14. Click here to enter text.15. Click here to enter text.16.Click here to enter text.17. Click here to enter text.18. Click here to enter text.19. Click here to enter text.20. Click here to enter text. | Matrix:1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item. 5. Choose an item. 6. Choose an item. 7. Choose an item. 8. Choose an item. 9. Choose an item. 10. Choose an item. 11. Choose an item. 12. Choose an item. 13. Choose an item. 14. Choose an item. 15. Choose an item. 16. Choose an item. 17. Choose an item. 18. Choose an item. 19.Choose an item. 20. Choose an item.  |
| Filtered?\* Choose an item. | Preservative? Choose an item. |
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| Water analyses requested: |
| [ ] pH | [ ] Alk | [ ] Hardness | [ ] Acidity | [ ] Specific conductance |  |
| [ ] Ortho-P | [ ] Total P | [ ] Sulfate | [ ] Nitrate + Nitrite | [ ] Nitrite | [ ] TKN |
| [ ] ICP 1-15 elements (custom mix) | List elements: Click here to enter text. |
| [ ] ICP 16-30 elements (custom mix) | List elements: Click here to enter text. |
| [ ] ICP Major and minor cation pkg. | [ ] ICP 26 element pkg. | [ ] δ18O and δ2H |
| [ ] Other | Please describe: Click here to enter text. |
|  |
| Soil analyses requested: |
| [ ] pH | [ ] Conductivity | [ ] Loss on ignition |
| [ ] Other | Please describe: Click here to enter text. |

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