

IFAS Analytical Services Laboratories
Environmental Water Quality Laboratory
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Sample Analysis Request Form

--- CERTIFIED WATER ANALYSES ---

RESEARCHER'S SAMPLE IDENTIFICATION

Consecutive Number _____ to _____
Total Number of Samples _____

EWQL USE ONLY

Appointment Date
Set Number _____
Lab Numbers _____ to _____
Date Request Received _____
Sample Receipt Date _____

RESEARCHER/CLIENT INFORMATION

Department/Center _____
Primary Investigator _____
Collaborator/Grad Student/Post Doc _____
Telephone _____ E-Mail(**required**) _____
Mailing Address _____

PI Signature (**required**) _____

(Signature of the PI responsible for the funding source is **required** for approval of chartfield charges.)

PRIMARY FUNDING SOURCE (required; sponsored award)

UF Dept. ID _____ Fund Code _____
Program _____ Source _____
Project Number _____ CRIS _____

SECONDARY FUNDING SOURCE (required; non-sponsored)

UF Dept. ID _____ Fund Code _____
Program _____ Source _____
Project Number _____ CRIS _____

CHECKLIST- Read carefully before submitting samples to the EWQL.

1. **ALL SAMPLES SHOULD BE SCHEDULED WITH THE EWQL PRIOR TO DELIVERY.** An email will be sent to you with your set number and assigned appointment date listed. Please ensure that samples arrive by the appointment date. Please let us know if you cannot keep the appointment date.
2. A chain of custody form **must** be included with sample submission. Samples must be kept on ice (0-6°C) during transport to the EWQL.
3. Requests for PO₄ and pH must be analyzed within 48 hours of sample collection. All other analytes must be analyzed within 28 days of sample collection. Please plan accordingly with the EWQL when sampling. Samples cannot be dropped off on Friday for PO₄ or pH analysis.
4. The same parameters must be requested for **all** samples within a set.
5. For billing, we direct invoice UF/IFAS research account numbers.
 - a. Expect to budget \$2.00 per ICP analyte/sample, \$8.00 per analyte/sample for all other analytes, and \$2.00/digestion/sample.
 - b. There is a fee of \$1 per dilution per sample for samples with high concentrations.
6. The EWQL prefers that samples be provided in 20-mL scintillation vials (Fisher 0333723C) with the sample identification printed clearly on the SIDE of each vial with indelible ink. Labeling the vial caps only is unacceptable.
7. **Samples must be numbered sequentially (no letters or symbols).**
8. The EWQL holds analyzed samples for at least 4 weeks after the final report is mailed to the researcher. Samples will be discarded after that date unless otherwise instructed.

SAMPLE INFORMATION

Preservation Method _____ Project _____ Date Sampled _____
Discard sample after completion? Yes / No

REQUESTED TESTS: If all analyses in a test package are desired, circle the appropriate test number. Otherwise, circle only those analytes desired. Indicate approximate concentration range on the line next to each element.

ICP method, mgL⁻¹

1. P _____ K _____ Ca _____ Mg _____
2. Zn _____ Mn _____ Cu _____, Fe _____
3. Al _____ B _____ Cd _____ Ni _____ Pb _____
4. Spec. Cond. _____ Na _____ pH _____.

Colorimetric methods, mgL⁻¹

5. NH₄-N _____ NO₃-N + NO₂-N _____
6. Total Kjeldahl Nitrogen (TKN) _____ or TKNa (pre-digested) _____
7. Ortho-PO₄ _____ (ugL⁻¹) Total-P _____ (ugL⁻¹)

NOTES: