

Guidelines for completing the request form for pesticide analysis

In order to register the samples electronically and for our quality assurance, we depend upon sufficient information about the samples. A request form must therefore be completed and delivered with the samples.

Filling out the form:

Client:	Company name, contact person, address, P.O. box, phone, and e-mail. The analysis report is always sent to the client by e-mail.
Copy recipient:	Name and e-mail of any additional recipients of the analysis report.
Invoice address:	Invoicing/billing information
Sampling place:	The place where the sample(s) are collected
Collected by:	Name of the person collecting the sample(s)
Sample material /description:	What the sample consists of: e.g., water, soil, apples, bees etc.
External sample ID:	Sample identification or other labeling of the samples
Collection date:	The date the sample(s) are collected
Customer reference:	Customers reference to be printed out on the report and the invoice. Only one unique reference ID can be used per request form. If you want your request to be split to multiple invoices, you will have to fill out multiple request forms.
Attn.	Similar to customer reference. Will be printed on the report and the invoice. One value per form/invoice/report.
Analytical method(s):	Check which method(s) you need/desire. If you are uncertain about the desired methods, you can specify which pesticides you want to determine in the field "Additional information".
Reporting deadline:	Choose the desired reporting time. Remember to contact the laboratory in advance for deadlines shorter than the standard (3 weeks = 15 working days).
Additional information:	Other important information that is desired on the report or that could affect the analysis results/our assessments (pesticides used, spraying plan etc.). If the field is too small, write on the back or attach a new sheet of paper.
Ref. agreements/contract:	Reference to agreement or contract.

If a control/assessment according to regulations is desired, this must be specified in the request form. E.g., drinking water regulations, feed regulations, and regulations for residues of pesticides in food.

The form can accommodate 10 samples. If there are more than 10 samples in a series, use several sheets. Use only one line per sample. (For instance, if a sample is divided into two bottles, which are to be analyzed using two methods, only one line should be used).

Try to fill out the form as completely as possible. **Write legible, preferably electronically.** Remember signature and date.

Shaded fields at the bottom row are filled in by the laboratory upon receipt of the samples.

The samples must be marked well. Preferably, white labels should be used. Label the samples in the same way as indicated in the field: "External sample ID". On bottles, write directly on the bottle with a waterproof marker as wet labels easily fall off. If there are any questions regarding sampling or completing the form, please contact the laboratory.

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