

Sample submittal form completion guide



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Geochemistry services

Important information on how to complete a sample submittal form

There are a number of vital pieces of information to be included on a sample submission form that should accompany samples submitted to ALS. Overleaf is an example of the required details to be recorded on a sample submission form in order for the laboratory to accurately and easily proceed with the preparation and analysis of the submitted samples. The required details are:

1. Company name (this is the company/entity to whom the invoice is addressed to, and will be paid by), contact person submitting the job and a contact number.
2. ALS quote number: the inclusion of a quote number on the submission form will assist with invoicing. Provide a PO number (if required) to ensure no issues with payments.
3. Sample type: tick the relevant sample type. Should there be a number of different types of samples, a separate submission form should be completed for each sample type. If the sample type is not listed on the submission form, tick other and provide details.
4. Potentially Hazardous Material: confirm if there is potentially hazardous material present in the samples. If so, to ensure these samples are received and processed as safely and efficiently as possible, please see the ALS Hazardous Submission Guidelines for further information or contact the laboratory in regards to other hazardous sample types.
5. Overlimit requirements: occasionally samples will exceed the upper limit of a given method. By default, ALS will perform ore grade determinations on commodity elements (Ag, Au, Co, Cu, Ni, Pb, Pd, Pt, and Zn). ALS will contact a client to discuss overlimits for other elements. To have these reported as > only, check the "Report > result" otherwise checking the "Report via overlimit method" checkbox will see overlimits completed by default on any elements that are above the reporting limit and will incur extra charges.
6. Sample IDs: provide the start and finish IDs of the samples. Should there be skips in the sample ID ranges, it is recommended that an excel spreadsheet of sample IDs to be provided. The excel spreadsheet and submission form should be emailed in advance to incoming.perth@alsglobal.com.
7. Sample preparation and analytical methods: confirm required methods to prepare and assay the samples. Refer to a quote for these method codes. If a quote has not been issued, contact the Client Services team.
8. Rush premium service: tick the box if this is required. Extra charges will apply and availability should be discussed with the Client Services team in advance.
9. Submission address: these are the addresses to which samples can be submitted.
10. Reporting Details: provide contact names and emails for the contacts to whom reports should be sent. Tick the types of reports that each contact should receive. If Webtrieve access is required but an account does not exist, please contact the Client Services team.
11. Sample storage: confirm storage instructions for each sample split type.
12. Signature required.

Common Mistakes on Sample Submission Forms:

- Incorrect client details: The company name indicated in this section will be invoiced for the work, ensure the details are correct.
- Multiple sample types: where multiple sample types are being submitted, one submission form per sample type is required to be completed i.e. pulp sample on one submission form, drill core on a separate submission form, etc.
- Illegible Handwriting: this will increase the possibility of incorrect analysis, incorrect sample IDs. The sample submission form is editable and should ideally be completed electronically.
- Missing/invalid Purchase Order Number: If the Accounts department do not accept invoices without a valid PO number, please supply one to avoid payment delays.
- A copy of the completed sample submission form should be attached to the pallet of samples submitted. If there are a number of pallets, ensure a copy of the associated sample submission form is attached to each.

Advantages of a Correctly Completed Sample Submission Form

Clear, accurate, and complete submission form have many benefits. Reducing the potential for errors, the need to check client details and contacts, preparation/ analysis required, and deciphering handwriting all lead to reduced delays and faster TAT.

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COMMON REASONS STOPPING A SUBMISSION FROM BEING PROCESSED:

- Unclear billing name**
(or a company that does not hold an account with ALS).
- Unclear preparation/analytical instructions.**
- Unclear distribution details.**
- Unclear storage instructions.**
- Unfilled 'Hazardous material' section**

In the absence of one of these details, the Client Services team will be in contact and the job will remain on hold until instructions have been provided.

Example Sample Submission Form

Client & project specific details

Tick here for rush premium service

Sample ID ranges to be inserted here

Addresses - where to submit physical samples

Instructions for sample storage/return - select the required storage for the sample splits

Sample type selection

Instructions for each field required

Please ensure one of the options is ticked

Preparation method codes & analytical method codes required

Supply names and email addresses of those who should receive report(s) and required type of report(s)

Sign the required sections

Sample Submittal Form

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INTERNAL USE ONLY

Workorder #

WORKORDER DETAILS

Company Name:

Submitted by:

Contact Number:

Courier/Waybill:

Date Shipped:

Project ID:

PO Number:

ALS Quote #:

SAMPLE AND ANALYSIS DETAILS

Sample Type:

R-Rock P-Pulp PD-Percussion A-Solution (contact the lab)
 S-Soil Sd-Sediment DD-Drill core Other:

Overlimit Requirements: Report via overlimit method (charges will apply)

Report > result Other:

Special Instructions:

Check here for rush PREMIUM SERVICE
CONTACT LAB TO CONFIRM AVAILABILITY

HAZARDOUS MATERIAL IDENTIFIED? (fees apply)

None Fibrous Radioactive Massive Sulphides Other:

Sample ID		TYPE (R,S, etc)	ORE GRADE	QTY	Sample Preparation (Prep Code)	Analytical (Elements or Method Code)
Start #	Finish #					

SUBMISSION ADDRESS

MALAGA Pulp samples & international shipment
32 Oxleigh Drive, Malaga, WA 6090
alsmphincomingpulp@alsglobal.com

WANGARA Samples requiring preparation
79 Distinction Rd, Wangara, WA, 6065
incoming.perth@alsglobal.com

KALGOORLIE 5 Keogh Way, Kalgoorlie, WA, 6430
IncomingKalgoorlie@alsglobal.com

ADELAIDE Unit 1, 1 Burma Rd, Pooraka, SA, 5095
IncomingAdelaide@alsglobal.com

REPORTING DETAILS

1 Name

E-mail on file

2 Name

E-mail on file

3 Name

E-mail on file

Invoice Certificate
 Data File Webtrieve™

SAMPLE RESIDUE STORAGE AND RETURN DETAILS

Sample Return	Return Immediately	Discard Immediately	Return After 60 Days	Discard After 60 Days	Paid Storage After 60 Days
Pulps - The 200 g Master Pulp retained by the laboratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulks - All excess pulverised sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rejects - Any remaining unpulverised sample	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Return address:

Attention:

All shipments received are subject to inspection upon layout; all services are rendered in accordance with ALS Minerals Terms & Conditions (see the current Schedule of Services & Fees).

Authorised by:

Position Name Signature

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