

Company name:		Project name:	
Contact name:		Contact number:	
Contact email:		Sample type: e.g. effluent, river, dam, municipal, borehole, sediment	
Date submitted:		Samples received by:	
Samples delivered by:		Name and signature of client: By signing this form, the client accepts all BioToxLab terms and conditions and will be held legally responsible for all costs	
Client	Courier		

Sample handling options:			
A dissolved oxygen (DO) concentration above 4 mg/L is required for aquatic organisms to survive (USEPA, 1996). Should DO levels below this be obtained, please indicate if you want the lab to oxygenate the samples before testing (thus excluding low DO levels as contributors to "toxicity effects" noted)	Yes	No	
It is standard practice to mix a sample submitted in multiple bottles to obtain a representative sample. However, the risk exists that volatile substances can be lost. Please indicate your preference	Mix	Don't mix	Not applicable
Have the samples been chlorinated or disinfected in any other way? If "Yes" please specify the means of disinfection	Yes	No	Unknown Not applicable

Samples submitted for diatom assessments and chemistry/microbiology testing will be outsourced and in cases where BioToxLab cannot perform routine toxicity analyses at the time of the request, sub-contracting of the samples will take place to the most suitable facility. BioToxLab will inform you via email of the specific laboratory activities to be performed by the external provider (and the identity of the facility selected if required) and gain your prior written approval

- NOTES:**
- Turnaround time: 7-14 working days depending on the level of testing requested, the workload at the time, if further dilutions are required, or if tests need to be repeated due to controls failing (due to working with live organisms) - you will be informed of any delays expected
 - **At least 1 litre of water is required for screening toxicity tests, and 2 litres for definitive toxicity testing.** 1 litre of water is required for chemical testing and 500 mL in sterile containers for microbiological testing. At least 500g of sediment sample is required for toxicity testing (please provide sediment samples in plastic or glass containers and keep the volume as small as possible (max 500g).
 - Submit samples in clean, airtight, clearly marked containers, filled to the top.
 - Samples should be kept cold (not frozen) and reach the laboratory within 3 days where possible – if >3 days this will be noted in the report
 - Page 1 to be completed for all types of analyses requested. For toxicity testing only, complete pages 1 & 2. For diatom assessments or chemistry/microbiology testing only complete pages 1 & 3. If more space is required, add an additional copy of the relevant page
 - Should any deviations be noted or requested following submission of samples or commencement of testing activities, written communication to resolve it will be kept as acceptance from both lab & client
 - COD testing can provide useful information in cases where low DO levels were obtained – if required – note under Section C

Additional comments from the client (e.g. deviations/special requests):

For office use only:					
Internal lab no		Number of samples		Date paperwork received	
PO number (if available)		Signed quote number		Date samples sent to lab	
Client agreed to outsourcing/sub-contracting		Yes	No	Not applicable	Date samples sent to external facility (if applicable)
Samples checked and acceptable for use (e.g. volume, colour etc)	Yes	No – provide details			Final technical sign-off (name & signature)
Dates of discussions with client (refer to attached email) or other comments from lab (highlight any comments of note to be reported clearly in the attached communication)					
Final BioToxLab contract review approval (name & signature)				Date:	

SECTION A: TOXICITY TESTING:

Sample name	Sampling date	Leachate required	Tests requested								
			Level of tox testing		Water					Sediment	
			Screening	Definitive	<i>Daphnia</i> (invertebrates)	<i>Poecilia</i> (vertebrates)	<i>Aliivibrio</i> (bacteria)	<i>Selenastrum</i> (micro-algae)	<i>Spirodela</i> (duckweed)	<i>Heterocypris</i> (ostracods)	Phytotox (seed germination and growth)
Method 01	<i>Aliivibrio fischeri</i> luminescent bacteria test	ISO11348-3	A	Method 02	<i>Selenastrum capricornutum</i> algal growth inhibition test	ISO8692		A			
Method 03	<i>Daphnia magna</i> macro-invertebrate acute test	ISO6341	A	Method 04	<i>Poecilia reticulata</i> vertebrate acute test	ISO7346-1		A			
Method 10	<i>Heterocypris incongruens</i> direct contact sediment test	ISO14370	A	Method 11	Phytotox plant germination and growth inhibition test - sediment	ISO18763		A			
Method 15	<i>Spirodela polyrhiza</i> growth inhibition test (duckweed)	ISO20227	A	Note that pH (NA), EC (NA) and DO (NA) results are presented in each report for toxicity data interpretation purposes							
Screening = 100% (undiluted) sample tested; Definitive = Series of sample dilutions to determine lowest effect dilution; A=Accredited; NA=Not accredited											



Request for Analysis

SECTION B: DIATOM ASSESSMENT (Outsourced) (complete this section *only* for samples submitted for diatom assessments):

Sample reference	Sampling date	Substrate (e.g gravel)	Water source (river, pan etc)	Site coordinates	Flow conditions	Site description (including any visual impacts observed at the time of sampling)

- Please provide as much site information as possible
- Preserve sample with ethanol (20% by volume) in a plastic container and keep cool (not frozen) prior to delivery (within 3 days if possible)

SECTION C: CHEMICAL/MICROBIOLOGICAL ANALYSES (Outsourced)

Please list any additional chemical and/or microbiological analyses required

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