

Instructions for the Request for Services form

<u>Form Field</u>	<u>Explanation</u>
Requestor / Affiliation	The person(s) requesting work from the Lab, and the requestor's affiliation (organization paying for the Lab work).
Billing Account No.	This is the charge center to which the job will be invoiced. Also include the "owner" of the account, if not the requestor. Example: Jordan (requestor) is a graduate student of Dr. Billing (account owner) in the Dept. of Terrestrial Studies (affiliation)
Date Submitted	The date that samples were delivered to the Laboratory
LEAVE BLANK:	Job Number, Page # of #, Date Completed, Job Approval Signature, Field COC provided, custody seals intact
Desired Service(s) (check all that apply)	<p>Turnkey = the Laboratory analyzes the samples for the requestor. Synonymous with "Assisted Analysis."</p> <p>Accredited = QA procedures specified by TNI Accreditation Standard are followed. Not typical for research work.</p> <p>Training = time (hours) spent training an individual to become an authorized analyst for "self-service" analysis in the future.</p> <p>Self-Service = the requestor supplies the analyst. Applies only to someone certified as "trained/authorized" by the Lab Manager</p>
Sample Information:	Documentation of samples delivered to the Laboratory
Identification/Description	List sample ID(s) or description(s), or combine samples as groups of related samples (e.g., a series of sample IDs: TYG33 - TYG45).
Cooler Temperature (°C)	Per cooler delivered, record temperature of one sample's bottle surface, measured with an IR thermometer gun, or equivalent
Sample Collection Info	Year, date (month/day), and time samples were collected. Typically copied from field custody forms or field logsheets.
QC check of field logsheets	
Laboratory Analyses:	If all samples are to be analyzed for the same parameters, draw an arrow down from first line to row corresponding to last sample.
IC (anions) / IC (cations)	Ions to be analyzed. Circle ions in header, check-mark, or list desired anions and/or cations.
ICP-OES	Elements to be analyzed. List in column or in "Notes" section at bottom of page.
Gen. Chem.	General chemistry parameters: alkalinity (filtered) or acid-neutralizing capacity (ANC), pH, conductivity
C/N Analyzer	Liquid sample dissolved carbon (TC, TIC, TOC) or dissolved nitrogen (TN), or solid sample carbon (TC, TIC, TOC).
Notes / Special Instructions	Job-specific info. Example: uncommon matrix, expected conc range(s), dilution required, calibration standards included, "please analyze immediately," non-routine analyses required (listed)
Sample Custody Transfers	Custodian relinquishes sample(s) by signing/dating on the left. Person accepting custody signs and dates on the right.

University of Tennessee Water Quality Core Facility Request for Services

Requestor(s) and Affiliation(s)				Billing Information			Date Submitted	Job Number: WQ	Page: of				
Desired Service(s) (check all that apply): <input type="radio"/> Turnkey <input type="radio"/> Accredited <input type="radio"/> Training <input type="radio"/> Self-Service				Date Completed: _____ Job Approval Signature: _____									
Shipment Cooler Temperature (°C):	Sample Collection Year: Date	Sample Collection Time	Field logs checked by (initials)	IC (anions) Cl- NO ₃ SO ₄ F- NO ₂ PO ₄	IC (cations) NH ₄ / other	ICP-OES List Elements	Gen. Chem ANC / Alkalinity pH Conductivity	C / N Analyzer Liquid Samples Solids TN TC TIC TOC TC TIC TOC					
Sample Identification / Description													
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Notes/Special Instructions:													
Sample(s) Relinquished by: _____				Date/Time: _____		Sample(s) Received by: _____				Date/Time: _____		Field Chain of Custody (COC) Provided? Yes N/A No Custody Seals Intact? Yes N/A No	
Sample(s) Relinquished by: _____				Date/Time: _____		Sample(s) Received by: _____				Date/Time: _____			