

| SRC Geoanalytical Laboratories | | |
|---|----------------|-------------|
| Laboratory Information Bulletin | SOP Ref | PREP-1 |
| | LIB # | 70 |
| Title: How to Complete Form QMS-6a Request for Analysis | Version # | 3 |
| | Effective Date | 25 Jan 2016 |
| | Review Date | 25 Jan 2018 |

Distribution:


This LIB is issued to / posted in: _____

Revision:

This bulletin should be revised as necessary.

Open form Geoanalytical Request for Analysis (QMS-6a), this can be found on the SRC website:

<http://www.src.sk.ca/facilities/pages/geoanalytical-laboratories.aspx>

| | | | | | |
|---|--|---|--|--|--|
|  SRC Geoanalytical Laboratories 125-15 Innovation Blvd. Saskatoon, SK S7N 2X8 CANADA Tel: 1-306-933-8118 Fax: 1-306-933-5656 e-mail: geolab@src.sk.ca website: www.src.sk.ca | | Request for Laboratory Services <small>Completed from QMS-6a 07/Nov/18 Jan 2016 11:00</small> | | LAB USE ONLY SRC Group # _____ | |
| <input type="button" value="Submit by Email"/> <input type="button" value="Reset Form"/> <input type="button" value="Print Form"/> | | Page <input type="text" value=""/> of <input type="text" value=""/> | | | |
| Sample Tag Numbers From <input type="text" value="0"/> To _____ Type _____ Matrix _____ Prep _____ Instructions _____ From <input type="text" value="0"/> To _____ Type _____ Matrix _____ Prep _____ Instructions _____ From <input type="text" value="0"/> To _____ Type _____ Matrix _____ Prep _____ Instructions _____ From <input type="text" value="0"/> To _____ Type _____ Matrix _____ Prep _____ Instructions _____ From <input type="text" value="0"/> To _____ Type _____ Matrix _____ Prep _____ Instructions _____ Note: If only one sample is listed in one line, the tag number must be entered in the "From" and the "To" boxes. | | Analytical Instructions Analytical Packages are detailed in the Services Schedule: http://www.src.sk.ca/resources/20/files/geoanalytical%20services%20schedule.pdf | | Customer Information: Name & Address _____ _____ _____ Tel: _____ Fax: _____ | |
| Billing Information PO # _____ Reporting Format Send report to: _____ <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Hard copy 1st Contact _____ 2nd Contact _____ | | Special Instructions _____ Invoicing information (please identify who invoice goes to) _____ | | Matrix Codes Please complete to ensure your samples are routed through the lab efficiently Rocks/Cores = Sandstone (SST), Basement or Mineralized (BMT), Potash (POT), Kimberlite (KIM), Sediments = Soil, Till, Lake Sediment (L-SEDI), Stream Sediment (S-SEDI), Other = please add in special instructions sections Prep Codes C/S/G = Crush, Split & Mild Steel Grind C/S/A = Crush, Split, & Agate Grind C/S = Crush & Split RA/C/S = Radioactive Crush, Split & Mild Steel Grind None Other = please add in special instructions section Archiving Information (after 1 year) Give details on the archiving technique for the samples above Pulps: <input type="checkbox"/> Return <input type="checkbox"/> Long term storage <input type="checkbox"/> Disposal Reject: <input type="checkbox"/> Return <input type="checkbox"/> Long term storage <input type="checkbox"/> Disposal | |
| Authorization: this section must be completed for analysis to begin on samples I, <input type="text" value=""/> (print name) hereby relinquish the above listed samples to SRC Geoanalytical Laboratories and authorize the above listed analysis as per the Standard Terms and Conditions on the <input type="text" value=""/> (date). | | | | | |
| Standard Terms and Conditions The Standard Terms and Conditions set out for analysis conducted at SRC Geoanalytical are detailed on the following page. | | | | | |

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LABS & FACILITIES

- [Advanced Microanalysis Centre™](#)
- [Bioprocessing Laboratory](#)
- [Biotechnology Laboratories](#)
- [Environmental Analytical Laboratories](#)
- [Geoanalytical Laboratories](#)
- [Mineral Processing Lab and Pilot Plant](#)
- [Petroleum Analytical Laboratories](#)
- [Pipe Flow Technology Centre™](#)
- [TSVX Laboratory](#)
- [SVX Laboratory](#)

SRC > Labs & Facilities > Geoanalytical Laboratories

Geoanalytical Laboratories

Since 1972, SRC Geoanalytical Laboratories has been providing high quality analysis to the exploration and mining industry. Our key objectives are to achieve total customer satisfaction with a diverse range of analytical mineral exploration packages and to help develop new analytical methods to meet the growing demands of industry.

We offer a wide spectrum of services that are relevant, timely and cost-effective. Our world-renowned experience and research background allows us to continually improve the reliability and sensitivity of our analyses, helping to assure your success in the future.

[Geoanalytical Laboratories Service Schedule](#)

Did you know SRC operates one of the world's largest diamond labs? Read about the lab's innovative technologies and services that are drawing international attention on our blog: [A Diamond Lab in Saskatchewan? You bet.](#)

Our Services

- Minerals Analysis
 - Multi-element and uranium analysis
 - Potash analysis
 - Gold and base metals analysis
 - Sample preparation and archiving services
 - Rare earth element and whole rock analysis

CONTACT US

Bernard Gartner
Manager, Geoanalytical Laboratories

[email Bernard](mailto:bernard.gartner@src.ca)
306-933-8118
306-933-5656 (Fax)
1-877-772-7227
(Toll-free)


125 - 15 Innovation Blvd
Saskatoon, SK Canada
S7N 2X8

RESOURCES

- [Geoanalytical Services Schedule.pdf](#)
- [Geoanalytical Request For Analysis \(ADM-6A\).pdf](#)
- [Geoanalytical Chain of Custody Form.pdf](#)
- [How to Complete Form ADM-6a Request for Analysis.pdf](#)
- [Laboratory Safety](#)

Click on the PDF link to the form

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website: www.src.sk.ca

Request for Laboratory Services
Continued from QMS-6a 2 (Revised 15 Jan 2016) CS

LAB USE ONLY

SRC Group #

Page of

Sample Tag Numbers

From To Type Matrix

From To Type Matrix

From To Type Matrix

Analytical Instructions

Instructions

Prep

Customer Information: Name & Address

Name

Address

City

Province

Postal Code

Phone

Fax

Reporting Format

Send report to:

Fax E-mail Hard copy

1st Contact

2nd Contact

Invoicing information
(please identify who invoice goes to)

Matrix Codes
Please complete to ensure your samples are routed through the lab efficiently

Rocks/Cores = Sandstone (SST), Basement or Mineralized (BMT), Potash (POT), Kimberlite (KIM).
Sediments = Soil, Till, Lake Sediment (L-SEDI), Stream Sediment (S-SEDI).
Other = please add in special instructions sections

Prep Codes

C/S/G = Crush, Split & Mild Steel Grind
C/S/A = Crush, Split, & Agate Grind
C/S = Crush & Split
RA/C/S = Radioactive Crush, Split & Mild Steel Grind
None
Other = please add in special instructions section

Archiving Information (after 1 year)
Give details on the archiving technique for the samples above

Pulps: Return Long term storage Disposal

Reject: Return Long term storage Disposal

Authorization: this section must be completed for analysis to begin on samples

I (print name) hereby relinquish the above listed samples to SRC Geoanalytical Laboratories and authorize the above listed analysis as per the Standard Terms and Conditions on the (date).

Standard Terms and Conditions

The Standard Terms and Conditions set out for analysis conducted at SRC Geoanalytical are detailed on the following page.

1. Enter the first sample number in the "From" box and the last number in the "To" box

2. Enter the type of material being sent in the "Type" using the Matrix Codes

3. Select the Matrix of the material from the drop-down box. This **must** be selected to ensure efficient routing through the lab. Use the Matrix Codes below.

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The image shows a screenshot of the 'Request for Laboratory Services' form from SRC Geoanalytical Laboratories. The form is titled 'Request for Laboratory Services' and includes contact information for SRC (125-15 Innovation Blvd, Saskatoon, SK S7N 2X8, Canada). It features a 'LAB USE ONLY' section at the top right with fields for 'SRC Group #' and 'Page'.

The main section is divided into several parts:


- Sample Tag Numbers:** Fields for 'From' and 'To' sample IDs, 'Type', 'Matrix', and 'Prep'.
- Analytical Instructions:** A table with columns for 'From', 'To', 'Type', 'Matrix', 'Prep', and 'Instructions'. A dropdown menu for 'Prep' is open, showing options: C/S/G, C/S/A, C/S, RA/C/S, None, and Other.
- Special Instructions:** A large text area for additional instructions.
- Matrix Codes:** A section with a heading 'Please complete to ensure your samples are sorted through the lab efficiently' and a list of codes: Rocks/Cores = Sandstone (SST), Basement or Mineralized (BMT), Polish (POT), Kimberlite (KIM), Sediments = Soil, Till, Lake Sediment (S.SEDI), Stream Sediment (S-SEDI), and Other = please add in special instructions sections.
- Prep Codes:** A section with a heading 'Please complete to ensure your samples are sorted through the lab efficiently' and a list of codes: C/S/G = Crush, Split & Mild Steel Grind, C/S/A = Crush, Split, & Agate Grind, C/S = Crush & Split, RA/C/S = Radioactive Crush, Split & Mild Steel Grind, and None = please add in special instructions sections.
- Archiving Information:** Fields for 'Pulps' and 'Reject' with options for 'Return' and 'Long term'.
- Invoicing information:** Fields for '1st Contact' and '2nd Contact'.
- Authorization:** A section with a heading 'this section must be completed for analysis to begin on samples' and a line for '(print name) hereby relinquish the above listed samples to SRC Geoanalytical Laboratories and authorize as per the Standard Terms and Conditions on the (date)'. A red box highlights the name field.
- Standard Terms and Conditions:** A section with a heading 'The Standard Terms and Conditions set out for analysis conducted at SRC Geoanalytical are detailed on the following page.' and a red box highlighting the date field.

Annotations and callouts are present:

- A callout box (4) points to the 'Prep' dropdown menu: "4. Select the prep to be done on the samples, if known, using the drop down list. Explanation of the codes is in the Prep Code section."
- A callout box (5) points to the 'Instructions' column: "5. Enter the analytical instructions in the 'Instructions' box. A link to the fee schedule is above this box."
- A callout box (6) points to the 'Total Samples' field: "6. Enter the number of samples submitted to the lab for analysis."
- A link labeled 'Link to Fee Schedule' points to a URL in the top right.

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The boxes highlighted in red must be completed. This information includes the number of pages in the request form. The company name and address. Also include the name of the person authorising the work to be done and the date of authorisation.



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 e-mail: geolab@src.sk.ca website: www.src.sk.ca

Request for Laboratory Services
Continued From QMS-6a.0
 Effective 19 Jan 2016 CD

Submit by Email Reset Form Print Form

LAB USE ONLY


SRC Group # _____

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| Sample Tag Numbers | Analytical Instructions | Customer Information: Name & Address |
|--|-------------------------|---|
| From BD-SST-001-AA3 To BD-SST-001-AZ56 Type Rocks/ Matrix SST Prep C/S/A Instructions ICP1, 8, UFI | | <div style="border: 1px solid red; padding: 5px; min-height: 100px;"> The Big Dig Company Gold Panning Lake Old & Windy Province Postal Code Country </div> |
| From 0 To _____ Type _____ Matrix _____ Prep _____ Instructions _____ | | |
| From 0 To _____ Type _____ Matrix _____ Prep _____ Instructions _____ | | |
| From 0 To _____ Type _____ Matrix _____ Prep _____ Instructions _____ | | |
| From 0 To _____ Type _____ Matrix _____ Prep _____ Instructions _____ | | |
| <p><small>Note: If only one sample is listed in one line, the tag number must be entered in the "From" and the "To" boxes.</small></p> <p>Total \$ _____</p> | | <p>Tel _____</p> <p>Fax _____</p> |
| <p>Billing Information</p> <p>PO # 123567</p> <p>Reporting Format</p> <p>Send report to: Fred Digger</p> <p><input type="checkbox"/> Fax <input checked="" type="checkbox"/> E-mail <input checked="" type="checkbox"/> Hard copy</p> <p>1st Contact: Fred Digger</p> <p>2nd Contact: Martha Spade</p> | | <p>Prep Codes</p> <p>C/S/G = Crush, Split & Mild Steel Grind C/S/A = Crush, Split, & Agate Grind C/S = Crush & Split RA/C/S = Radioactive Crush, Split & Mild Steel Grind None Other = please add in special instructions section</p> |
| <p>Invoicing information <small>(please identify who invoice goes to)</small></p> <p>Fred Digger Address as above</p> | | <p>Archiving Information (after 1 year) <small>Give details on the archiving technique for the samples above</small></p> <p>Pulps: <input type="checkbox"/> Return <input type="checkbox"/> Long term storage <input type="checkbox"/> Disposal</p> <p>Reject: <input type="checkbox"/> Return <input type="checkbox"/> Long term storage <input type="checkbox"/> Disposal</p> |
| <p>Authorization: <small>this section must be completed for analysis to begin on samples</small></p> <p>I Fred Digger (print name) hereby relinquish the above listed samples to SRC Geoanalytical Laboratories and authorize the above listed analysis as per the Standard Terms and Conditions on the 23/03/2010 (date).</p> <p style="font-size: small;">The Standard Terms and Conditions set out for analysis conducted at SRC Geoanalytical are detailed on the following page.</p> | | |

Please give as much information in the PO#, Report Format, and Invoice sections as possible

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Request for Laboratory Services
Continued From QMS-6a (Effective 15 Jan 2016) - C3

LAB USE ONLY

SRC Group # _____

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| Sample Tag Numbers | Analytical Instructions | Customer Information: Name & Address |
|---|-------------------------|---|
| From: BD-SST-001-AA3 To: BD-SST-001-AZ56 Type: Rocks/I Matrix: SST Prep: C/S/A Instructions: ICP1, 8, UFI | | <div style="border: 1px solid red; padding: 5px; min-height: 100px;"> The Big Dig Company Gold Panning Lake Old & Windy Province Postal Code Country </div> |
| From: 0 To: _____ Type: _____ Matrix: _____ Prep: _____ Instructions: _____ | | |
| From: 0 To: _____ Type: _____ Matrix: _____ Prep: _____ Instructions: _____ | | |
| From: 0 To: _____ Type: _____ Matrix: _____ Prep: _____ Instructions: _____ | | |
| From: 0 To: _____ Type: _____ Matrix: _____ Prep: _____ Instructions: _____ | | |
| <p><small>Note: If only one sample is listed in one line, the tag number must be entered in the "From" and the "To" boxes.</small></p> <p>Total Samples: _____</p> | | Tel: _____ Fax: _____ |

| | | |
|--|--|--|
| <p>Billing Information</p> <p>PO # 123567</p> <p>Reporting Format</p> <p>Send report to: Fred Digger</p> <p> <input type="checkbox"/> Fax <input checked="" type="checkbox"/> E-mail <input checked="" type="checkbox"/> Hard copy </p> <p>1st Contact: Fred Digger</p> <p>2nd Contact: Martha Spade</p> | <p>Special Instructions</p> <div style="border: 1px solid red; height: 40px; width: 100%;"></div> <p>Invoicing information <small>(please identify who invoice goes to)</small></p> <p>Fred Digger Address as above</p> | <p>Matrix Codes <small>Please complete to ensure you are routed through the lab.</small></p> <p>Rocks/Cores = Sandstone (S), Basement or Mineralized (BMT), Potash (POT), Kimberlite (KIM). Sediments = Soil, Till, Lake Sediment (L-SEDI), Stream Sediment (S-SEDI). Other = please add in special instructions section</p> <p>Archiving Information (after 1 year) <small>Give details on the archiving technique for the samples above</small></p> <p>Pulps: <input type="checkbox"/> Return <input checked="" type="checkbox"/> Long term storage <input type="checkbox"/> Disposal</p> <p>Reject: <input type="checkbox"/> Return <input checked="" type="checkbox"/> Long term storage <input type="checkbox"/> Disposal</p> |
|--|--|--|

Authorization: this section must be completed for analysis to begin on samples

I Fred Digger (print name) hereby relinquish the above listed samples to SRC Geoanalytical Laboratories and authorize the above listed analysis as per the Standard Terms and Conditions on the 23/03/2010 (date).

Standard Terms and Conditions
The Standard Terms and Conditions set out for analysis conducted at SRC Geoanalytical are detailed on the following page.

Please indicate how you would like the samples archived.

The Request for analysis form can then be printed and included with the samples or it can be e-mailed to the lab by clicking the "Submit by Email" button.