



## SAMPLE SUBMISSION PROCEDURES

### Refuge Verification for Midge Tolerant Wheat

*Please submit one sample for each field or CSGA Crop Sequence Number.*

**Supplies required for each sample:**

- SRC Environmental Analytical Laboratories Chain of Custody/Analysis Form
  - Seed envelope/bag and shipping bag
  - **500 grams** (approximately 1 lb.) of untreated wheat seeds
1. Complete all sections of the Chain of Custody/Analysis Form as provided by SRC Environmental Analytical Laboratories. Forms are available from the Canadian Seed Growers' Association (CSGA), Seed Distributors or online at [www.src.sk.ca](http://www.src.sk.ca).

Please do not submit CSGA's Refuge Declaration Form 182 with samples.

2. Label a large paper envelope/bag with the Grower's name and seed sample identification (i.e., RSE, Sequence or Field number).
3. Deposit 500 grams (approximately 1 lb.) of the seed to be tested in the labelled paper envelope/bag. The seeds submitted for testing should not have been treated.
4. Enclose page two (2) of the completed Chain of Custody/Analysis Form inside the envelope/bag containing the seed sample. Seal the envelope/bag.
5. Address the shipping envelope to the following:

SRC Environmental Analytical Laboratories  
143-111 Research Drive  
Saskatoon, SK S7N 3R2

**Samples are accepted by SRC Environmental Analytical Laboratories throughout the year.**  
Please contact us at [analytical@src.sk.ca](mailto:analytical@src.sk.ca) or 306-933-6932 if you have any questions.



SRC Environmental Analytical Laboratories  
 143-111 Research Drive, Saskatoon, SK S7N 3R2  
 Ph: 306-933-6932, Fax: 306-933-7922, Toll-free:1-800-240-8808

<b>Lab Use Only:</b>			SRC Group # _____
# of bottles	<input type="text"/>	<input type="text"/>	Client Code _____
Preservatives	<input type="text"/>	<input type="text"/>	Date/Time received _____
Size	<input type="text"/>	<input type="text"/>	Storage _____
In Subgroup #	<input type="text"/>	<input type="text"/>	Received by: _____

## Refuge Verification for Midge Tolerant Wheat Chain of Custody/Analysis Form

Complete all sections. **Submit one completed form per sample (Sequence #).**

Submit completed form and wheat sample to SRC Environmental Analytical Laboratories (address noted above).

Additional forms and information are available to: [www.src.sk.ca](http://www.src.sk.ca)

<b>GROWER'S CONTACT INFORMATION</b>		CSGA Grower#:	
Name:		Email Address:	
Mailing Address:		City/Town, Prov.	Postal Code:
Phone #:		Fax #:	
Test results will be reported to the Grower noted above, the seed distributor, and CSGA.			

<b>SAMPLE IDENTIFICATION</b>		RSE#:	CSGA Sequence #:
Field #:	Other Unique Identifiers:		Crop Year:

### Pedigreed Seed Class: (Check one ✓)

Select	<input type="checkbox"/>
Certified	<input type="checkbox"/>
Foundation	<input type="checkbox"/>
Registered	<input type="checkbox"/>

### Varietal Blend: (Check one ✓)

Unity/ Waskada <input type="checkbox"/>	AAC Marchwell/ AAC Raymore <input type="checkbox"/>	Fieldstar/ Waskada <input type="checkbox"/>	Goodeve/ AC Intrepid <input type="checkbox"/>
Shaw/ AC Domain <input type="checkbox"/>	AAC Foray/ AAC Penhold <input type="checkbox"/>	Glencross/ Burnside <input type="checkbox"/>	CDC Utmost/ Harvest <input type="checkbox"/>
Conquer/ 5701PR <input type="checkbox"/>	AAC Tenacious/ AAC Crusader <input type="checkbox"/>	Enchant/ AC Crystal <input type="checkbox"/>	Vesper/ Waskada <input type="checkbox"/>
CDC Titanium/ AC Stettler <input type="checkbox"/>	CDC Carbide/ CDC Vivid <input type="checkbox"/>	AAC Jatharia/ AC Carberry <input type="checkbox"/>	AAC Cameron/ AC Carberry <input type="checkbox"/>
CDC Landmark/ AAC Viewfield <input type="checkbox"/>	AAC Prevail/ CDC Plentiful <input type="checkbox"/>	CDC Hughes/ Cardale <input type="checkbox"/>	SY479/ SY433 <input type="checkbox"/>
CDC Adamant/ CDC Bradwell <input type="checkbox"/>	AAC Awesome/ AC Andrew <input type="checkbox"/>	AAC Chiffon/ AC Andrew <input type="checkbox"/>	AAC Paramount/ AC Andrew <input type="checkbox"/>
AAC Indus/ AC Andrew <input type="checkbox"/>	KWS Sparrow/ KWS Alderon <input type="checkbox"/>	AAC Succeed/ CDC Alloy <input type="checkbox"/>	SY Chert/ SY Sovite <input type="checkbox"/>
Starbuck/ AAC Brandon <input type="checkbox"/>	Wheatland/ AAC Brandon <input type="checkbox"/>	AAC Alida/ AAC Brandon <input type="checkbox"/>	AAC LeRoy/ AAC Redberry <input type="checkbox"/>

I declare that a representative seed sample from the above field has been submitted for analysis (check ✓)

### ACCEPTANCE OF TERMS AND CONDITIONS

I have read, understood and agree to the terms and conditions set forth on page 3 of this form.

Name (please print):	Signature:	Date:
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**PAYMENT** Payment of testing fees must accompany the sample(s). Samples will not be set up for testing until payment has been received. SRC is authorized to charge any amounts owing to the credit card account (if any) identified below.

Fees per sample:	Fees are payable to SRC by: (check one ✓) <input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard		
Select	\$472.50 incl. tax	Credit Card#:	Expiry Date:
Foundation	\$210.00 incl. tax		
Registered	\$210.00 incl. tax	Name as shown on Credit Card:	
Certified	\$120.75 inc. tax		

**\*This form must be completed, signed and submitted with the sample in order for testing services to be provided by SRC.**

## **STANDARD TERMS AND CONDITIONS**

**Limit of Liability:** Although every care and precaution is taken in the performance of our services, our liability for loss or damage in all circumstances is limited to, at our option, re-analysis of the samples at our expense or the cancellation of charges. In no event shall we be liable to you or any other person, whether in tort, contract, or otherwise, for (i) indirect damages, special damages, lost profits, consequential damages or punitive damages; or (ii) any amount in excess of the amount paid or payable by you (or a third party on your behalf) to us for the services.

**Sample Receipt:** Samples should be delivered prepaid. Chain of Custody/Analysis Request forms are available from the lab or can be downloaded from the website. **A signed Analysis Request form must accompany all samples.** Failure to do so may result in delays in service.

**Sample storage:** Due to limited storage facilities, samples will be kept for 30 calendar days after results are reported unless otherwise requested (long term storage charges may be applicable).

**Sample containers:** Various sampling instructions and volume requirements are provided on our website. Please contact us for information regarding volume and preservation requirements not listed there. We supply sample containers and preservatives at no charge to clients.

**Hazardous Waste Disposal:** Samples classified as hazardous substances will either be disposed of by SRC for an additional fee or returned to the client at the client's cost.

**Confidentiality:** All data and reports are the confidential property of the client. No information will be released to others without the express written consent of the client, unless legally required by government regulation or a court of law.

## **BILLING AND REPORTING INFORMATION**

**Standard Turnaround:** Standard turn-around time in reporting of results for routine samples is usually a maximum of 10 business days.

**Rush Service:** 1-4 working days depending on type of analysis will be provided at a 100% surcharge. Rush services are only available for select services.

**Rush Service with Overtime Approval:** A surcharge of 100%, and, when deemed necessary by SRC, an hourly rate, will be applicable for services rendered outside normal business hours. Turn-around time will depend on the type of analysis. Please indicate which rush service is required with sample submission. Discounts will not generally apply to expedited service. Rush services are only available for select services.

**Fees:** Published prices may be subject to change without prior notification. GST will be added to the invoice if applicable.

**Late payment charges:** Interest will be charged at the rate of 1.5% per month (18.00% per annum) on all invoices overdue thirty (30) calendar days or more from the invoice date.

**Minimum billing:** A minimum charge may be applied to all analytical orders.

**Quotations and Proposals:** Volume discounts can be discussed with us prior to undertaking work. **Quotes and proposals will include a quote number that must be referenced when samples are submitted.**

## **ANALYSIS REQUEST FORM/CHAIN OF CUSTODY INFORMATION**

**It is important that a signed analysis request form accompany your samples. Please ensure that the following information is filled in on the form:**

- Complete address and contact information. If the billing is to go to a different address than the report, please indicate that on the form and provide the billing information.
- Sample identification as you would like to see it on your report.
- The date and time of sampling.
- The matrix (i.e. water, soil, sewage, sediment, vegetation, etc.)
- The tests required.
- Sign at bottom right hand corner of form (i.e. 'relinquished by')