

SRC Geoanalytical Laboratories		
Laboratory Information Bulletin	SOP Ref	PREP-01
	LIB #	LIB-070
Title: How to Complete Form QMS-06a Request for Analysis	Version #	5
	Effective Date	8-Jan-20
	Review Date	8-Jan-22

**Distribution:**


This LIB is issued to / posted in: \_\_\_\_\_

**Revision:**

This bulletin should be revised as necessary.

Open form Geoanalytical Request for Analysis (QMS-06a), this can be found on the SRC website:

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

 <b>SRC Geoanalytical Laboratories</b> 125-15 Innovation Blvd. Tel: 1-306-933-8118 Saskatoon, SK CANADA Fax: 1-306-933-5656 S7N 2X8 e-mail: geolab@src.sk.ca website: www.src.sk.ca		<b>Request for Laboratory Services</b> <small>Control Form QMS-06a-0</small> <small>Rev 19 Jan 2019 CC</small>		<b>LAB USE ONLY</b> 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=""/>	
<b>Sample Tag Numbers</b> From <input type="text" value="0"/> To _____ Type <input type="text"/> Matrix <input type="text"/> Prep <input type="text"/> Instructions _____ From <input type="text" value="0"/> To _____ Type <input type="text"/> Matrix <input type="text"/> Prep <input type="text"/> Instructions _____ From <input type="text" value="0"/> To _____ Type <input type="text"/> Matrix <input type="text"/> Prep <input type="text"/> Instructions _____ From <input type="text" value="0"/> To _____ Type <input type="text"/> Matrix <input type="text"/> Prep <input type="text"/> Instructions _____ From <input type="text" value="0"/> To _____ Type <input type="text"/> Matrix <input type="text"/> Prep <input type="text"/> Instructions _____ <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>		<b>Analytical Instructions</b> <small>Analytical Packages are detailed in the Services Schedule:  <a href="http://www.src.sk.ca/resource%20files%20geoanalytical%20services%20schedule.pdf">http://www.src.sk.ca/resource%20files%20geoanalytical%20services%20schedule.pdf</a></small>		<b>Customer Information: Name &amp; Address</b> _____ _____ _____ Tel _____ Fax _____	
<b>Billing Information</b> PO # _____ <b>Reporting Format</b> Send report to: _____ <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Hard copy 1st Contact _____ 2nd Contact _____		<b>Special Instructions</b> _____ <b>Invoicing information</b> <small>(please identify who invoice goes to)</small> _____		<b>Matrix Codes</b> <small>Please complete to ensure your samples are routed through the lab efficiently</small> 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 <b>Prep Codes</b> 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 <b>Archiving Information (after 1 year)</b> Give details on the archiving technique for the samples above <b>Pulps:</b> <input type="checkbox"/> Return <input type="checkbox"/> Long term storage <input type="checkbox"/> Disposal <b>Reject:</b> <input type="checkbox"/> Return <input type="checkbox"/> Long term storage <input type="checkbox"/> Disposal	
<b>Authorization:</b> this section must be completed for analysis to begin on samples I <input type="text"/> (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"/> (date).					
<b>Standard Terms and Conditions</b> <small>The Standard Terms and Conditions set out for analysis conducted at SRC Geoanalytical are detailed on the following page.</small>					

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success in the future.

**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
- **Kimberlite Processing and Diamond Recovery**
  - Microprobe Analysis
  - Scanning Electron Microscope Analysis

**Additional Resources:**

- [Uranium Fact Sheet](#)
- [Diamonds Fact Sheet](#)
- [Potash Fact Sheet](#)
- [Rare Earth Element and Whole Rock Analysis Fact Sheet](#)
- [Corporate Social Responsibility Report](#)

**Bernard Gartner  
GEOANALYTICAL  
LABORATORIES**

306-933-8118 (Direct)

306-933-5400 (Main Reception)

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


CONTACT

**RESOURCES**

- 📄 [Geoanalytical Services Schedule](#)
- 📄 [Geoanalytical Request For Analysis \(QMS-6a\)](#)
- 📄 [Geoanalytical Chain of Custody Form](#)
- 📄 [How to Complete Form QMS-6a Request for Analysis](#)
- 📄 [Geoanalytical Customer Quality Control Policy](#)
- 📄 [Intention to Ship RA Material](#)

Click on the PDF link to the form

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

**Request for Laboratory Services**  
Continued from QMS-06a 2 (Revised 18 Jan 2016) CS

**LAB USE ONLY**

SRC Group #

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**Sample Tag Numbers**

From  To  Type  Matrix  Prep

From  To  Type  Matrix  Prep

From  To  Type  Matrix  Prep

**Analytical Instructions**

Instructions

**Customer Information: Name & Address**

Name

Address

City  Province  Country

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).

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

**Standard Terms and Conditions**

**Matrix Codes Legend:**

- SST = Sandstone
- BMT = Basement or Mineralized
- POT = Potash
- KIM = Kimberlite
- SOIL = Soil
- TILL = Till
- L-SEDI = Lake Sediment
- S-SEDI = Stream Sediment
- OTHER = Other

**Prep Codes Legend:**

- 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 = None
- Other = Other

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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**SRC Geoanalytical Laboratories**  
 125-15 Innovation Blvd. Tel: 1-306-933-8118  
 Saskatoon, SK CANADA Fax: 1-306-933-6556  
 S7N 2X8 e-mail: geolab@src.sk.ca website: www.src.sk.ca

**Request for Laboratory Services**  
 Continued From QMS-06a-0  
 (Revised 19 Jan 2016) C-0

**LAB USE ONLY**  
 SRC Group # \_\_\_\_\_  
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**Sample Tag Numbers**  
 From  To  Type  Matrix  Prep

**Analytical Instructions**  
 Analytical Packages are detailed in the Services Schedule:  
<http://www.src.sk.ca/Resource%20files/geoanalytical%20services%20schedule.pdf>

**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.**

**5. Enter the analytical instructions in the "Instructions" box. A link to the fee schedule is above this box.**

**6. Enter the number of samples submitted to the lab for analysis.**

**Special Instructions**  
 Please complete to ensure your samples are sorted through the lab efficiently.  
 Rocks/Cores = Sandstone (SST), Basement or Mineralized (BMT), Polish (POT), Kimberlite (KIM), Sediments = Soil, Till, Lake Sediment (L.SEDI), Stream Sediment (S-SEDI). Other = please add in special instructions sections

**Matrix 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 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 sections

**Archiving Information**  
 Give details on the archiving technique


**Pulps:**  Return  Long term  
**Reject:**  Return  Long term

**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 SRC Geoanalytical Laboratories to analyze the samples 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.

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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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 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**  
Updated Form QMS-06a.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 <span style="border: 1px solid red; padding: 2px;">BD-SST-001-AA3</span> To <span style="border: 1px solid red; padding: 2px;">BD-SST-001-AZ56</span> Type <span style="border: 1px solid red; padding: 2px;">Rocks/</span> Matrix <span style="border: 1px solid red; padding: 2px;">SST</span> Prep <span style="border: 1px solid red; padding: 2px;">C/S/A</span> Instructions ICP1, 8, UFI		<div style="border: 1px solid red; padding: 5px; min-height: 100px;">                     The Big Dig Company                      Gold Panning Lake                      Old &amp; Windy Province                      Postal Code                      Country                 </div>
From <span style="border: 1px solid red; padding: 2px;">0</span> To _____ Type _____ Matrix _____ Prep _____ Instructions _____		
From <span style="border: 1px solid red; padding: 2px;">0</span> To _____ Type _____ Matrix _____ Prep _____ Instructions _____		
From <span style="border: 1px solid red; padding: 2px;">0</span> To _____ Type _____ Matrix _____ Prep _____ Instructions _____		
From <span style="border: 1px solid red; padding: 2px;">0</span> 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><b>Billing Information</b></p> PO # <span style="border: 1px solid red; padding: 2px;">123567</span>		<p><b>Prep Codes</b></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><b>Reporting Format</b></p> Send report to: <span style="border: 1px solid red; padding: 2px;">Fred Digger</span> <input type="checkbox"/> Fax <input checked="" type="checkbox"/> E-mail <input checked="" type="checkbox"/> Hard copy		<p><b>Archiving Information (after 1 year)</b>                  Give details on the archiving technique for the samples above</p> Pulp: <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
<p><b>Invoicing information</b>                  (please identify who invoice goes to)</p> <span style="border: 1px solid red; padding: 2px;">Fred Digger Address as above</span>		
<p><b>Authorization:</b> this section must be completed for analysis to begin on samples</p> I <span style="border: 1px solid red; padding: 2px;">Fred Digger</span> (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 <span style="border: 1px solid red; padding: 2px;">23/03/2010</span> (date).		
<p><b>Standard Terms and Conditions</b>                  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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 e-mail: geolab@src.sk.ca  
 website: www.src.sk.ca

**Request for Laboratory Services**  
Continued From QMS-06a (Effective 10 Jan 2010) - C/S

**LAB USE ONLY**

SRC Group # \_\_\_\_\_

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**Sample Tag Numbers**

From BD-SST-001-AA3 To BD-SST-001-AZ56 Type Rocks/t Matrix SST Prep C/S/A Instructions ICP1, 8, UFI

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 \_\_\_\_\_

Note: If only one sample is listed in one line, the tag number must be entered in the "From" and the "To" boxes.

Total Samples \_\_\_\_\_

**Analytical Instructions**  
Analytical Packages are detailed in the Services Schedule:  
<http://www.src.sk.ca/resources/320files/320services/320services.pdf>

**Customer Information: Name & Address**

The Big Dig Company  
 Gold Panning Lake  
 Old & Windy Province  
 Postal Code  
 Country

Tel: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**Billing Information**

PO # 123567

**Reporting Format**

Send report to: Fred Digger

Fax  E-mail  Hard copy

1st Contact: Fred Digger

2nd Contact: Martha Spade

**Special Instructions**

**Invoicing information**  
(please identify who invoice goes to)

Fred Digger Address as above

**Matrix Codes**  
Please complete to ensure you are routed through the lab.

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

C/S = Crush & Split  
 RA/C/S = Radioactive Crush, Split & Mild Steel Grind  
 None

**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 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.