

SRC Geoanalytical Laboratories		
Laboratory Information Bulletin	SOP Ref	PREP-1
	LIB #	LIB 070
Title: How to Complete Form QMS-6a Request for Analysis	Version #	4
	Effective Date	24-Jan-18
	Review Date	24-Jan-20

**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>

 <b>SRC Geoanalytical Laboratories</b> 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		<b>Request for Laboratory Services</b> <small>Completed from QMS-6a          07/Nov/18 Jan 2018 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 _____ Matrix <input type="text" value=""/> 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 _____ <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/resources/20files/geoanalytical%20services%20schedule.pdf">http://www.src.sk.ca/resources/20files/geoanalytical%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> <small>Give details on the archiving technique for the samples above</small> <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" 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).					
<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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Fax: 1-306-933-5656  
e-mail: geolab@erc.sk.ca  
website: www.src.sk.ca

**Request for Laboratory Services**  
Continued from QMS-6a 2 (Revised 18 Jan 2018) CS

**LAB USE ONLY**

SRC Group #

Page  of

**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).

**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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**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-6a-0  
 (Revised 19 Jan 2018) C-0

Submit by Email    Reset Form    Print Form

LAB USE ONLY  
 SRC Group # \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_

Sample Tag Numbers    Analytical Instructions    Analytical Packages are detailed in the Services Schedule:  
<http://www.src.sk.ca/Resource/207files/Geoanalytical/Laboratories/207services/207bchcode.pdf>

From **BD-SST-001-AA3** To **BD-SST-001-AZ56** Type **Rocks/C** Matrix **SST** Prep **C/S/G** Instructions \_\_\_\_\_

From **0** To \_\_\_\_\_ Type \_\_\_\_\_ Matrix \_\_\_\_\_ Prep **C/S/A** Instructions \_\_\_\_\_

From **0** To \_\_\_\_\_ Type \_\_\_\_\_ Matrix \_\_\_\_\_ Prep **C/S** Instructions \_\_\_\_\_

From \_\_\_\_\_ Type \_\_\_\_\_ Matrix \_\_\_\_\_ Prep **RA/C/S** Instructions \_\_\_\_\_

From \_\_\_\_\_ Type \_\_\_\_\_ Matrix \_\_\_\_\_ Prep **None** Instructions \_\_\_\_\_

From \_\_\_\_\_ Type \_\_\_\_\_ Matrix \_\_\_\_\_ Prep **Other** Instructions \_\_\_\_\_

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

Special Instructions \_\_\_\_\_

Matrix Codes  
 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

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

Send report to: \_\_\_\_\_  
 Fax     E-mail     Hard copy

1st Contact \_\_\_\_\_  
 2nd Contact \_\_\_\_\_

Invoicing information  
 (please identify who invoice goes to)

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 \_\_\_\_\_ (print name) to act on my behalf 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.


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.

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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**  
Updated Form QMS-6a.0  
 Effective 19 Jan 2018 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 _____                       Tel: _____                      Fax: _____                 </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>		

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

<p><b>Billing Information</b></p> <p>PO # <span style="border: 1px solid red; padding: 2px;">123567</span></p>	<p><b>Reporting Format</b></p> <p>Send report to: <span style="border: 1px solid red; padding: 2px;">Fred Digger</span></p> <p><input type="checkbox"/> Fax    <input checked="" type="checkbox"/> E-mail    <input checked="" type="checkbox"/> Hard copy</p> <p>1st Contact: <span style="border: 1px solid red; padding: 2px;">Fred Digger</span></p> <p>2nd Contact: <span style="border: 1px solid red; padding: 2px;">Martha Spade</span></p>	<p><b>Prep Codes</b></p> <p>C/S/G = Crush, Split &amp; Mild Steel Grind                      C/S/A = Crush, Split, &amp; Agate Grind                      C/S = Crush &amp; Split                      RA/C/S = Radioactive Crush, Split &amp; Mild Steel Grind                      None                      Other = please add in special instructions section</p> <p><b>Archiving Information (after 1 year)</b>                      Give details on the archiving technique for the samples above</p> <p><b>Pulps:</b>    <input type="checkbox"/> Return    <input type="checkbox"/> Long term storage    <input type="checkbox"/> Disposal</p> <p><b>Reject:</b>    <input type="checkbox"/> Return    <input type="checkbox"/> Long term storage    <input type="checkbox"/> Disposal</p>
<p><b>Authorization:</b> this section must be completed for analysis to begin on samples</p> <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> <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>		

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**Request for Laboratory Services**  
Continued From QMS-6a 3 (Effective 19 Jan 2010) - C3

**LAB USE ONLY**

SRC Group #

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**Sample Tag Numbers**

From BD-SST-001-AA3 To BD-SST-001-AZ56 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

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

**Billing Information**

PO #

**Reporting Format**

Send report to:

Fax
  E-mail
  Hard copy

1st Contact:

2nd Contact:

**Special Instructions**

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

**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

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 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.