

SRC Geoanalytical Laboratories		
Laboratory Information Bulletin	SOP Ref	PREP-01
	LIB #	LIB-070
Title: How to Complete Form QMS-6a Request for Analysis	Version #	6
	Effective Date	2021-12-08
	Review Date	2024-12-08

**Distribution:**


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

**Revision:**

This bulletin should be revised as necessary.

Open form found on the SRC website:

[Geoanalytical Request For Analysis \(QMS-6a\) | Saskatchewan Research Council \(src.sk.ca\)](https://www.src.sk.ca/Geoanalytical-Request-For-Analysis-(QMS-6a)-Saskatchewan-Research-Council-(src.sk.ca))

	<b>SRC Geoanalytical Laboratories</b> 2901 Cleveland Avenue Saskatoon SK CANADA S7X 8A9	T: 1 (306) 933-8118 F: 1 (306) 933-5656 E: <a href="mailto:geolab@src.sk.ca">geolab@src.sk.ca</a>	<b>Request for Analysis</b> Controlled Form QMS-06a (4) Effective Date: December 6, 2021	<b>SRC LAB USE ONLY</b> SRC Group # <input type="text"/>	
<b>Customer Information</b>			<b>Request for Laboratory Services</b>		Page <input type="text"/> of <input type="text"/>
Customer Name		Customer Address			
Telephone	Fax	Email			
<b>Analytical Instructions (Analytical Packages detailed in the <a href="#">Services Schedule</a>)</b>					
Sample Tag Numbers	Type	Matrix (See codes)	Prep (See codes)	Instructions	Codes
From	To				
					<b>Matrix Codes</b> 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 section
					<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
Total Samples		Note: If only one sample is listed in one line, the tag number must be entered in the "From" and the "To" boxes.			
<b>Sample Instructions</b>					
Special Instructions					
Archiving Information    Pulps <input type="checkbox"/> Return <input type="checkbox"/> Long-term Storage <input type="checkbox"/> Disposal <input type="checkbox"/> Reject <input type="checkbox"/> Return <input type="checkbox"/> Long-term Storage <input type="checkbox"/> Disposal					
<b>Invoicing, Billing and Reporting</b>					
Invoicing Information (contact)					
Reporting Format		Billing Information (PO #)			
Reporting Contact(s)					
<b>Authorization</b>					
I <input type="text"/> (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).				<input type="button" value="Reset"/> <input type="button" value="Print"/> <input type="button" value="Submit"/>	
The Standard Terms and Conditions set out for analysis conducted at SRC Geoanalytical are detailed on the following page.					

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### ONLINE REQUEST FOR ANALYSIS FORM

Please complete our online [Request for Analysis form](#). It can be accessed securely from your desktop, tablet or mobile device. Bookmark the link for future use. The lab will still accept the PDF form by email and printed copies. Contact us if you have any questions.

#### FEATURED RESOURCES

##### Geoanalytical Services Schedule

Learn more about the services offered at SRC Geoanalytical Laboratories.

[VIEW >](#)

##### Geoanalytical Request For Analysis (QMS-6a)

You can also complete this form online at <https://src.nu/georequest>. The lab will still accept printed or emailed copies of this form.

[VIEW >](#)

##### Geoanalytical Chain of Custody Form

Fill out the Chain of Custody form.

[VIEW >](#)

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.

[SIGN UP TO RECEIVE NEWS AND UPDATES FROM SRC](#)

#### OUR SERVICES

- [Minerals Analysis](#)
  - Multi-element and uranium analysis
- [Potash analysis](#)
- [Gold and base metals analysis](#)
- Sample preparation and archiving services



**Rob Millar**  
MANAGER, SRC GEOANALYTICAL LABORATORIES

[306-933-8118](tel:306-933-8118)

2901 Cleveland Avenue, Saskatoon, Sask. S7K 8A9

[CONTACT](#)


#### RESOURCES

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

Click on the PDF link to the form

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**SRC GEOANALYTICAL LABORATORIES**  
www.src.sk.ca

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T: 1 (306) 933-8118  
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Request for Analysis  
Controlled Form QMS-06a (4)  
Effective Date: December 6, 2021

**SRC LAB USE ONLY**

SRC Group #

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**Request for Laboratory Services**

Customer Name	Customer Address	Telephone	Fax	Email
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**Analytical Instructions** (Analytical Packages detailed in the [Services Schedule](#))

Sample Tag Numbers		Type	Matrix (See codes)	Prep (See codes)	Instructions	Codes
From	To					
		▼	▼	▼		<p><small>Matrix Codes</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 section</p> <p><small>Prep Codes</small> 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>
Note: If only one sample, enter the sample number in the "From" and the "To" boxes.						

Invoicing Information (contact)	Reporting Format	Reporting Contact(s)	Billing Information (PO #)
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**Authorization**

I  (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.

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" from the drop-down menu


3. Select the Matrix and Prep Codes of the material from the drop-down menu. This **must** be selected to ensure efficient routing through the lab. See Codes on the right of the PDF.

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**Title: How to Complete Form QMS-6a Request for Analysis**

Link to Fee Schedule



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www.src.sk.ca

**SRC Geoanalytical Laboratories**  
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Saskatoon SK CANADA S7K 8A9

T: 1 (306) 933-8118  
F: 1 (306) 933-5656  
E: [geolab@src.sk.ca](mailto:geolab@src.sk.ca)

**Request for Analysis**  
Controlled Form QMS-06a (4)  
Effective Date: December 6, 2021

**SRC LAB USE ONLY**

SRC Group #

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**Customer Information**

Customer Name  Customer Address

Telephone  Fax  Email

**Request for Laboratory Services**

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**Analytical Instructions** (Analytical Packages detailed in the [Services Schedule](#))

Sample Tag Numbers		Type	Matrix (See codes)	Prep (See codes)	Instructions	Codes
From	To					
<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<p><small>Matrix Codes</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 section</p> <p><small>Prep Codes</small> C/S/G = Crush, Split &amp; Mild Steel Grind C/S/A = Crush, Split, &amp; Agate Grind</p>
<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input style="width: 40px;" type="text"/>	<input style="width: 40px;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Total Samples <input style="width: 40px;" type="text"/>		<p style="color: red; font-size: small;">Note: If only one sample is listed in one line, the tag number must be entered.</p>				

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

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**Sample Instructions**

Special Instructions

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**Archiving Information**

Pulps  Return  Long-term Storage  Disposal  Reject  Return  Long-term Storage  Disposal

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**Invoicing, Billing and Reporting**

Invoicing Information (contact)

Reporting Format  Fax  Email

Reporting Contact(s)

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**Authorization**

I  (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.

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 authorizing the work to be done and the date of authorization.

The form is titled "Request for Laboratory Services" and includes the following sections:

- Customer Information:** Fields for Customer Name, Telephone, Fax, Customer Address, Email, and Page number.
- Analytical Instructions:** A table with columns for Sample Tag Numbers (From, To), Type, Matrix, Prep, Instructions, and Codes. A callout box points to the Matrix and Prep columns, stating: "Please indicate how you would like the samples archived." The Codes column lists Matrix Codes (Rocks/Cores, Mineralized, Sediments, etc.) and Prep Codes (C/S/G, C/S/A, C/S, RA/C/S, None).
- Sample Instructions:** Special Instructions field.
- Archiving Information:** Checkboxes for Pulp, Return, Long-term Storage, Disposal, Reject, and Return.
- Invoicing, Billing and Reporting:** Fields for Invoicing Information (contact), Reporting Format (Fax, Email, Hard Copy), Reporting Contact(s), and Billing Information (PO #). A callout box points to these fields, stating: "Please give as much information in the PO#, Report Format, and Invoice sections as possible".
- Authorization:** A signature line: "I [red box] (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 [red box] (date)." Buttons for "Reset", "Print", and "Submit" are located at the bottom right.

The form can be cleared by clicking “Reset” (at the bottom right).

A completed Request for Analysis form can be printed and included with the samples (click “Print”).

Alternatively, a downloaded copy of the PDF can be e-mailed to the lab by clicking the “Submit” button (option not available using web browser).