

# How to complete an AST sample submission form

## To ensure prompt service all details must be completed

Analytical Services Tasmania  
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**AST Job No:**

(AST Office Use Only)

**1. Safety: Customer Duty of Care (must be filled in and signed)**  
Staff at the laboratory must be informed of the hazardous nature of any samples submitted. The following information must be completed before samples will be received and processed.

Please advise of all known HAZARDS:

<input type="checkbox"/> No known hazard	<input type="checkbox"/> Fish Products	<input type="checkbox"/> Petroleum / Hydrocarbons	<input type="checkbox"/> Other: detail below
<input type="checkbox"/> Corrosive	<input type="checkbox"/> PCB	<input type="checkbox"/> Contaminated Site: detail below	<input type="checkbox"/> Cyanobacteria / Algal toxins
<input type="checkbox"/> Sewage	<input type="checkbox"/> Toxic	<input type="checkbox"/> Animal Products	<input type="checkbox"/> Tip Leachate

Please detail the nature of the hazards present in sample(s): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Customer Details**  
Customer Name: \_\_\_\_\_  
*NOTE: The customer is the person or company who will incur charges for samples submitted to the laboratory for analysis.*  
Customer Address: \_\_\_\_\_  
Person to direct invoice to: \_\_\_\_\_ ABN: \_\_\_\_\_  
*(New Business Customers Only)*

Submitted by: \_\_\_\_\_ Phone (submitter): \_\_\_\_\_  
Report to: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Other administrative information: \_\_\_\_\_

**3. Job Details**  
Project Name: \_\_\_\_\_  
AST Quote No: \_\_\_\_\_ Customer Purchase Order No: \_\_\_\_\_  
*Turnaround time is 10 working days unless otherwise negotiated*

**4. Chain of Custody: from sampler to laboratory**  
Are these sample(s) subject to LEGAL proceedings? No  Yes

Are these QUARANTINE sample(s)? No  Yes  complete information below

Country of Origin: \_\_\_\_\_ Import Permit Number: \_\_\_\_\_  
Quarantine Entry No: \_\_\_\_\_ Quarantine Movement: \_\_\_\_\_  
*(\*Only required if AST is not listed on Import Permit)*

Relinquished by:	Date	Time (24h)	Received by:	Date	Time (24h)

PLEASE ATTACH EXTRA SHEETS IF THERE IS INSUFFICIENT SPACE TO INDICATE THE ANALYSES REQUIRED

Form 07V10 Water Submission

**Section 1 - Safety:** It's important for AST to understand what hazards we may be working with. Customers must complete this section to the best of their knowledge by ticking the appropriate box(es), noting any further known information, and signing and dating. Failure to do so will delay testing.

**Section 2 – Customer Details:** Customer name and address are the details of the company or person who will be charged for the work carried out. If the invoice is to be directed to a particular person or department, these details should be noted. Businesses must also supply an ABN if not done previously.

Name and contact details of the person submitting the sample must be supplied, along with details of who should receive copies of the report.

**Section 3 – Job Details:** The project name is a descriptive name for the sample/testing. If you submit repeatedly use the regular project name for your samples. If this is your first time submitting with AST, or this is a one off submission, use a name that makes sense to you e.g. "Water from dam in back paddock" or "Soil from front garden". If you have been provided a quote by AST for the testing enter the quote number, and a purchase order number if applicable.

**Section 4 – Chain of Custody:** These details are very important for traceability of the sample prior to submission, and are a requirement for demonstrating sample integrity and custody if the samples are subject to legal proceedings.

You *must* let us know if the samples and/or the results of testing are subject to legal proceedings, or if the samples are subject to quarantine.

AST's turnaround time from receipt of samples to results reported is 10 business days if received before 4pm. Urgent samples may be processed quicker by negotiation.

## How to complete page 2 of an AST sample submission form

To ensure prompt service all details must be completed

**Sample Details:** A Sample ID (up to 17 characters) is required for each sample, so that samples can be identified in your report. Bottles should be marked with the same Sample ID as shown on the submission form. Note that a single sample can consist of multiple bottles, there is no need to write a separate line for each bottle.

Sample type indicates the type of sample (eg water, algal, soil etc), although if you wish to be more specific (eg saline, bore water), this can be of assistance with analysis. The water submission form is shown at right, there is a separate submission form for soils or biota.

Note that algal samples are treated as a separate sample from water samples, even if taken from the same site.

Date and time of sampling can be entered if required.

**General Analysis Requirements:** Each category of analysis which is required for each sample should be marked in this section (eg physical properties, total nutrients, dissolved metals etc).

Different samples can be marked with different analysis requirements as shown.

Note, if you require an analyte which is not shown on the form, or there is variation between analysis requirements for different samples, this can be specified in the column at the right as shown.

**Analytes Required:** This section is used to select the individual analytes required from each category, as shown in this case by analytes marked with an 'x'.

Where a box only selects a single analyte, that analyte will be analysed (eg pH, Conductivity).

If a box applies to multiple analytes, all analytes in that group will be analysed (as shown for dissolved metals), unless individual analytes are selected (as shown for total metals), or crossed out.

Enter Sample ID below (mandatory for all submissions)		Sample type	Date Sampled	Time Sampled (24 hour)	Analysis Categories	Other Parameters
Creek	Upstream	Fresh	1/1/17	14.00	<input checked="" type="checkbox"/> Physical Properties <input checked="" type="checkbox"/> Nutrients - Total <input checked="" type="checkbox"/> Metals - Total <input checked="" type="checkbox"/> Dissolved Metals <input checked="" type="checkbox"/> Microcystins <input checked="" type="checkbox"/> Cyanobacterial Toxins	
Rain	Tank	Fresh	1/1/17	14.20	<input checked="" type="checkbox"/> Physical Properties <input checked="" type="checkbox"/> Nutrients - Total <input checked="" type="checkbox"/> Metals - Total <input checked="" type="checkbox"/> Dissolved Metals <input checked="" type="checkbox"/> Microcystins <input checked="" type="checkbox"/> Cyanobacterial Toxins	Plus TSS
Top	Dam	Fresh	1/1/17	15.00	<input checked="" type="checkbox"/> Physical Properties <input checked="" type="checkbox"/> Nutrients - Total <input checked="" type="checkbox"/> Metals - Total <input checked="" type="checkbox"/> Dissolved Metals <input checked="" type="checkbox"/> Microcystins <input checked="" type="checkbox"/> Cyanobacterial Toxins	Plus TSS
Bore	Water	Bore Water	1/1/17	15.15	<input checked="" type="checkbox"/> Physical Properties <input checked="" type="checkbox"/> Nutrients - Total <input checked="" type="checkbox"/> Metals - Total <input checked="" type="checkbox"/> Dissolved Metals <input checked="" type="checkbox"/> Microcystins <input checked="" type="checkbox"/> Cyanobacterial Toxins	Plus TSS
Filter	Red Water	Bore Water	1/1/17	16.30	<input checked="" type="checkbox"/> Physical Properties <input checked="" type="checkbox"/> Nutrients - Total <input checked="" type="checkbox"/> Metals - Total <input checked="" type="checkbox"/> Dissolved Metals <input checked="" type="checkbox"/> Microcystins <input checked="" type="checkbox"/> Cyanobacterial Toxins	Plus Copper
Kitchen	Cold Tap	Fresh	1/1/17	17.00	<input checked="" type="checkbox"/> Physical Properties <input checked="" type="checkbox"/> Nutrients - Total <input checked="" type="checkbox"/> Metals - Total <input checked="" type="checkbox"/> Dissolved Metals <input checked="" type="checkbox"/> Microcystins <input checked="" type="checkbox"/> Cyanobacterial Toxins	Plus Copper
Kitchen	Hot Tap	Fresh	1/1/17	17.10	<input checked="" type="checkbox"/> Physical Properties <input checked="" type="checkbox"/> Nutrients - Total <input checked="" type="checkbox"/> Metals - Total <input checked="" type="checkbox"/> Dissolved Metals <input checked="" type="checkbox"/> Microcystins <input checked="" type="checkbox"/> Cyanobacterial Toxins	Plus Copper
Bottom	Dam	Algal	1/1/17	15.00	<input checked="" type="checkbox"/> Physical Properties <input checked="" type="checkbox"/> Nutrients - Total <input checked="" type="checkbox"/> Metals - Total <input checked="" type="checkbox"/> Dissolved Metals <input checked="" type="checkbox"/> Microcystins <input checked="" type="checkbox"/> Cyanobacterial Toxins	

  

# Select analyte(s) by ticking the box or circling individual analyte(s)	
<b>Physical Properties</b> <input checked="" type="checkbox"/> pH <input checked="" type="checkbox"/> Conductivity <input type="checkbox"/> Acidity <input type="checkbox"/> Alkalinity (Total) <input type="checkbox"/> Alkalinity (CO3) <input type="checkbox"/> Alkalinity (HCO3) <input type="checkbox"/> Total Solids <input type="checkbox"/> TSS <input type="checkbox"/> TSS 0.45µm <input type="checkbox"/> Total Dissolved Solids <input type="checkbox"/> Colour (Apparent) <input type="checkbox"/> Colour (True) <input type="checkbox"/> Turbidity <input type="checkbox"/> Hardness <b>Bulk Properties</b> <input type="checkbox"/> BOD <input type="checkbox"/> COD <input type="checkbox"/> Chlorophyll a <input type="checkbox"/> NPOC <input type="checkbox"/> NPOC Dissolved <input type="checkbox"/> Oil and Grease	<b>Nutrients - Total</b> <input checked="" type="checkbox"/> Nitrogen-Total <input checked="" type="checkbox"/> Nitrogen-Total kjeldahl <input checked="" type="checkbox"/> Phosphorus-Total <b>Nutrients - Dissolved</b> <input type="checkbox"/> Silica, Molybdate <input type="checkbox"/> Ammonia <input type="checkbox"/> Nitrate <input type="checkbox"/> Nitrite <input type="checkbox"/> Nitrate + Nitrite <input type="checkbox"/> Phosphorus, Dissolved <input type="checkbox"/> Reactive <b>Anions</b> <input type="checkbox"/> Br, Cl, F, SO4 <sup>2-</sup> <input type="checkbox"/> Sulphite, Thiosulphate <input type="checkbox"/> Sulphide <input type="checkbox"/> Cyanide: Total
<b>Metals - Total</b> <input checked="" type="checkbox"/> Al, As, Ba, Ca, Cd, Co, Cr, Cu, Fe, K, Mg, Mn, Mo, Na, Ni, Pb, Se, Zn <input type="checkbox"/> Hg <b>Metals - Dissolved</b> <input checked="" type="checkbox"/> Al, As, Ba, Ca, Cd, Co, Cr, Cu, Fe, K, Mg, Mn, Mo, Na, Ni, Pb, Se, Zn <input type="checkbox"/> Hg <input type="checkbox"/> Cr (VI)	<input type="checkbox"/> OC/OP Pesticides: a-BHC, b-BHC, d-BHC, g-BHC, Aldrin, Chlordane, Chlorpyrifos, p,p'-DDT, p,p'-DDD, p,p'-DDE, Diazinon, Dieldrin, Dimethoate, Disulfoton, Endosulfan I, Endosulfan II, Endosulfan sulphate, Etridrin, Etridrin aldehyde, Ethyl parathion, Fampthur, Heptachlor, Heptachlor epoxide, Hexachlorobenzene, Malathion, Methyl parathion, Phorate, Sulfotag, Thionazin <input type="checkbox"/> Other Pesticides/Herbicides (select as required): 2,4-D, Alphacypermethrin, Atrazine, Boscalid, Clopyralid, Dicamba, Fenitrothion, Haloxypop-methyl, Hexazinone, MCPA, Metazoxal, Metsulfuron-methyl, Pendimethalin, Permethrin, Picloram, Prometryn, Simazine, Sulfometuron-methyl, Terbacol, Triclopyr <input type="checkbox"/> Glyphosate <input type="checkbox"/> PAH: (USEPA priority suite): Acenaphthylene, Acenaphthene, Anthracene, Benzo[a]anthracene, Benzo[a]pyrene, Benzo[b]fluoranthene, Benzo[k]fluoranthene, Chrysene, Dibenzo[a,h]anthracene, Fluoranthene, Fluorene, Indeno[1,2,3-cd]pyrene, Naphthalene, Phenanthrene, Pyrene

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