

How to complete an AST sample submission form

To ensure prompt service all details must be completed

Analytical Services Tasmania
18 St Johns Avenue New Town 7008
Phone (03) 6165 3300
Email ast@environment.tas.gov.au

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"/> Sewage	<input type="checkbox"/> Toxic	<input type="checkbox"/> Animal Products	<input type="checkbox"/> Cyanobacteria / Algal toxins
	<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.

