Guide to Completing a Sample Submission Sheet

Sample Name / Sample Point

This should be the sample name, or if we have pre-agreed set sample points then the sample point reference can be entered here.

NB. the name given here will appear on the analytical report produced by NWSS.

Sample Comments

If you need to advise us of further details pertaining to a sample, please detail this here.

This can be information important to yourselves, or information for our laboratory to be aware of prior to commencing analysis.

Sampler

Enter the initials of the person who took the sample.

On-Site Results

In some cases, NWSS will agree to register results of on-site testing carried out by customers so that they are included on the test certificate. If this has been agreed, then on-site results should be entered here.

Analysis / Test Schedule Required

Within your quotation, NWSS will have set up test schedules to meet your analytical requirements.

Use this cell to enter the test schedule name, or should this not be available, the associated code(s) for the required analysis.

Sample Matrix

Please use this to indicate the type of sample submitted, as this will determine the correct analytical method & accreditation status for the analysis.

Scan the QR code or refer to our Sample Receipt example for further guidance on matrix types.

Failure to provide this information will result in samples being logged as 'Unknown' and result in analysis being marked as unaccredited when reported.

Date and Time Sampled

Please enter the date and time that the sample was taken. It is vital you provide this information as most determinands have a stability time limit (detailed on your quotation).

Samples received without a relevant date sampled may be classed as deviating and as such, this may jeopardise the validity of the reported test results.

Transport Declaration

Please confirm whether samples have been stored and transported in line with NWSS laboratory guidelines regarding temperature control and containers used.

If this section is not completed, a response of "No" will be assumed and recorded on our system.

Purchase Order / WRN

Please provide an order number (and address if different to quotation) as this will be recorded and used for invoicing.

NWG / COMMERCIAL SAMPLE SUBMISSION SHEET

NWG living water
Tel: 0333 321 4932
Email: nwss.customer@nwl.co.uk

CUSTOMER		NWSS CONTRACT REFERENCE	
CUSTOMER PROJECT MANAGER		NWSS PROJECT MANAGER	
TELEPHONE / EMAIL		AGREED TURNAROUND	

SAMPLE MATRIX	SAMPLE NAME / SAMPLE POINT	SAMPLE COMMENTS	SAMPLER	ON-SITE RESULTS	ANALYSIS / TEST SCHEDULE REQUIRED	DATE SAMPLED	TIME SAMPLED	NWSS LAB No.

HAZARD DATA

Detail any health or reactive hazards associated with your samples. Enclose Material Safety Data Sheets where appropriate.

TRANSPORT DECLARATION

SAMPLES STORED & TRANSPORTED IN ACCORDANCE WITH LABORATORY GUIDELINES? (please circle) Y / N

ADDITIONAL INFORMATION

Scan QR code for guidance on completing the submission sheet

ENTERED BY: DATE:

NO. OF SAMPLES CORRECT? Y / N RECEIVED IN SUITABLE CONDITION? Y / N

IF NO THEN REPORTED TO:

Purchase Order Number / WRN:

Samples without a valid PO no & invoice address will not be analysed until this information is provided. This may delay reporting of your results. Name & signature of person submitting samples must also be provided.

Name: Signature:

CHAIN OF CUSTODY		
Relinquished By	Date	Received By
Relinquished By	Date	Received By
Relinquished By	Date	Received By

SAMPLE MATRIX CODES

DW	Drinking Water	TE	Trade Effluent	DW_NR	Drinking Water (non-regulatory)	ASH	Ashes
SW	Surface Water	USEW	Untreated Sewage	BW	Bottled Water	DST	Dust
GW	Ground Water	TSEW	Treated Sewage	PUR	Purified Water	SOI	Soils
PW	Process Water	LL	Land Leachate	SWB	Swabs/Airstrips/Contact Plates	SED	Sediments
REC	Recreational Water	SAL	Saline Water	SLD	Sludge	O	Other (please specify)
HW	Healthcare Water			AIR	Air/Filters/Probe/Stack		