



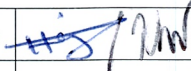

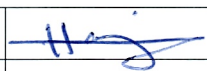

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**Environmental Science Center (ESC)**

**ESC- FOR-QA003-Rev01**

**ESC/030**

**Sample Analysis Request Form For ESC Researchers**

14/05/19	03	Issued for Implementation				
2/12/15	02	Issued for Implementation – Withdrawn 1/05/19-	-	-	-	-
15/04/14	00	Draft for comments	Hajer Al-Naimi H. Hassan	Dr. H Hassan	Hajer Al Naimi	Prof Hamad Saad AlKawari
<i>Issue date</i>	<i>Revision</i>	<i>Revision Description</i>	<i>Prepared By</i>	<i>Reviewed by Quality Coordinator</i>	<i>Approved By Technical Manager</i>	<i>Authorized By Director</i>

Sample Analysis Request Form For ESC Researchers			
SOP No.: ESC- FOR-QA003	Issue Date: 14/05/19	Rev. No. 3	Page 2 of 4
Prepared By: HH/HA	Reviewed By: Quality coordinator	Approved By: Technical Manager	

**CHECKLIST**- *Read carefully before submitting samples to the ESC via the Technical Manager*

1. ALL SAMPLES MUST BE SCHEDULED WITH THE ESC PRIOR TO DELIVERY. Please ensure that samples arrive by the appointment date.

Samples arriving after their appointment date will be returned to the researcher and will need to be rescheduled before they will be analyzed.

2. PLAN AHEAD. There is typically a 4 to 6 days delay between the date a Sample Analysis Request Form is received and the date the samples will be scheduled to arrive. We strongly suggest that you complete and submit your Sample Analysis Request Forms during the planning stages of your research or teaching project. Contacting us after your samples have been collected, extracted, or digested may result in sample analysis delays. If you need to complete a sample set by an imposed deadline

3. Please provide the ESC with your best estimate of the number of samples you would like to submit. It is best to over-estimate rather than under-estimate on this number. Once a sample set is scheduled, it is easy to decrease the number of samples scheduled while increasing the number requires cancellation of the original appointment date and rescheduling of the samples again leading to delays in analysis. Please DO NOT deliver more samples to the ESC than are indicated on your Sample Analysis Request Form.

4. The ESC is using direct invoicing of QC/VP/Client research account numbers for payment of services. Please expect to budget as per requested items ( a complete analysis cost sheet is available on request). Samples with unusual matrices or other problems may be subject to additional charges. Be sure to provide your sample matrix on this form. Please contact the ESC with any questions concerning unusual matrices or special analyses.

5. Currently the ESC only accepts samples provided in containers as per the Sample Control and Management SOP (ESC-SOP-QA001-Rev01). Please refer the SOP for sample labeling other forms of labelling are unacceptable and the ESC reserves the right to refuse samples that are not provided in the correct sample containers or that are improperly labeled or prepared.

6. If possible, please estimate the concentration range you expect your samples to contain and note that range to the side of the analyses you select.

7. Please critically evaluate your report as soon as possible after receipt. The ESC holds analyzed samples for approximately 4weeks after the final report is mailed to the researcher. Samples will be discarded after that date unless otherwise instructed. The completed hard-copy data package including all supporting documentation is maintained on file at the ESC for five (5) years after the end of the project.

8. A properly completed chain of custody must accompany this form.

**ESC Analysis Form**

**Assigned ESC Number: ESC.../.../.....**

**TO BE FILLED BY THE CLIENT**

Sample submitted date: _____, 20....	
Sample submitted by:	Name: ..... Dept/Org:..... Tel: ..... Email..... Signature .....
Project information	Research Project name: ..... No/Code & Type: ..... QU /ESC / Student / Internal research / External research <i>(Delete as appropriate)</i> Investigator: .....

**TO BE FILLED BY THE ESC**

Sample information:	Sample type: Water--- Seawater--- Sediment --- Soil --- Air --- Biota --- Others (Specify) ----- Number of samples:..... Storing conditions: ..... Analysis Request Number allocated: <b>ESC/.../.....</b>
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	Parameter(s)	Assigned laboratory	Proposed Method	Comments
Analytical Dynamics				

Sample Analysis Request Form For ESC Researchers

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Prepared By: HH/HA	Reviewed By: Quality coordinator	Approved By: Technical Manager	

Technical Manager Checks	Chain of Custody Filled Yes ..... No .....	Finance Agreed Yes .... No .....
	Technical Manager's Signature: ..... Date: .....	

Revision History:

14/5/19	03	Inserted ESC number, removed risk assessment & Issued for Implementation
02/12/15	02	Inserted risk assessment form / withdrawn 1/05/19
16/04/14	01	Issued for Implementation – Withdrawn 21.11.15
16/6/13	00	Draft