

Completing the Analysis Request Form (ARF)

Revision Date: 3/6/19
Supersedes Date: 2/3/17
Review Due: 3/2021

A copy of the 'Analysis Request Form' (ARF) is show below:



ANALYSIS REQUEST FORM

1110 South Huron Road
Green Bay, WI 54311-8024
Phone: 920-406-8300
Revision: 9/7/12

Please contact the laboratory at (920) 406-8300 or Customer Service with any special requests or changes to your account information.

Company Name:	Cherney Microbiological Services, Ltd		
TESTING			
Report To:	Distribution List		
P.O. Number: If you require a PO# it goes here →		Please email a copy of this completed form to: sampleentry@cherneymicro.com	

DATE	TIME	SAMPLE ID/DESCRIPTION	ANALYSES REQUESTED																				
1/1/12	8:00	Sample 1					X	X	X	X	X												
1/2/12	12:00	Sample 2		X																			
1/3/12	16:00	Sample 3, 4, 5, 6, 7	X																				

COMPLETING THE ANALYSIS REQUEST FORM (ARF)

All analysis request forms submitted electronically in excel format (by email) to Cherney Microbiological will be directly imported into the Laboratory Information Management System (LIMS), improving the sample flow process. ***The recommended method for submitting analysis requests forms is electronically by email.***

Please complete the following information on the form:

- Date:** Date sample was collected (formatted as mm/dd/yy).
- Time: (Optional)** Please fill in as appropriate, format it as hh:mm (military time is REQUIRED)
- Sample ID/Description:** A description that will allow you to identify the sample. The sampe ID/Description is required to match the actual samples.
- Analyses Requested:** Place an 'X' in each column for the applicable tests to be done on each sample. All requested tests were pre-entered on the ARF when you received it. **If an additional test is needed, or one is to be deleted, contact Client Services to make the changes.**
- Relinquished By: (Optional)** Fill in name, date and time when the samples are turned over to another party, at time of drop off or when relinquished to a courier service.

Critical Points in Completing the ARF for electronic submission:

- Each individual sample must be on one line. Enter single sample description per line, I.E. Line 1: Sample vat 1, Line 2: Sample vat 2
- Composite samples must be on one line. Environmental Enter composite sample description per line, I.E. Line 1: Sponges 1A, 2A, 3A, 4A, 5A or Sponges 1A-5A, Line 2 Sponges 1B, 2B, 3B, 4B, 5B or Sponges 1B-5B. Product composite: Enter composite description per line, I.E. DOM Vat1, Vat2, Vat3 up to 15 or DOM Vat1 -Vat15. Product composites CANNOT contain more than 15 subsamples

Relinquished By:	5	Date:	Time:	Received By:	Date:	Time:
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<p><i>Customer contact specific information filled in by Cherney.</i></p>	<p>TO BE COMPLETED BY CHERNEY:</p> <p>Received By _____ Laboratory: _____ Date _____ Time _____</p> <p>CHECK DELIVERY METHOD</p> <p><input type="checkbox"/> Samples Delivered In Person <input type="checkbox"/> Courier Service <input type="checkbox"/> Shipping Company (UPS/FedEx) <input type="checkbox"/> Cherney Micro <input type="checkbox"/> US Postal Service</p> <p>Condition of Sample: Acceptable _____ Unacceptable _____ Sample Temperature: Acceptable _____ Unacceptable _____</p>
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