
5.5.2 FILLING OUT AN ANALYTICAL SERVICES REQUEST FORM

Each set of samples must include an Analytical Services Request (ASR) form. To ensure correct processing of samples, the information recorded on the ASR form must correspond to each sample in the shipment.

- ▶ **Never send a sample to the NWQL without an ASR form** (forms are available through DENSUPPL).
- ▶ **Information recorded on ASR forms must be legible** and completed in permanent ink or by computer.

Fill out the ASR form as follows, including as much information about the sample(s) as possible:

1. Record mandatory information:
 - Station identification number and (or) unique number
 - Telephone number at which field personnel who collected the samples can be reached
 - Name of study chief and (or) field personnel
 - State and District user codes
 - Project account number
 - Date and time at beginning of field trip
 - Schedules and laboratory codes of the analytical work requested for submitted samples

2. Record the Sample Medium, Analysis Status, Analysis Source, Hydrologic Condition, Sample Type, and Hydrologic Event information. This information is mandatory if the analytical results are to be stored in the USGS National Water Information System (NWIS) data base.
3. Record the field-measurement values of specific electrical conductance (conductivity), pH, and field alkalinity (or acid neutralizing capacity).
4. In the comments section of the form, add information that needs to be brought to the laboratory's attention. **Be sure to note if the samples are potentially hazardous or highly contaminated so that proper precautions can be taken by laboratory personnel.**
5. At the bottom of the ASR form, list the total number of sample bottles for each sample-designation code.
6. To prevent water damage to paperwork accompanying samples to the laboratory (such as the ASR form and the temperature-check postcard), place all paperwork inside two sealable plastic bags. In coolers, tape the bags containing the paperwork to the underside of the lid.
7. Keep a copy of the completed ASR forms in the study files.

Add a bold cautionary note to the ASR form if samples could contain hazardous concentrations of contaminants.