

Analyses Request Form

Client Details	Chain of Custody
<p>Company _____</p> <p>Contact Name _____</p> <p>Address _____</p> <p>Contact Phone _____</p> <p>Order Number _____</p> <p>Issue results to _____</p>	<p>Received at Shared Services Laboratory</p> <p>Date & Time: _____</p> <p>Name: _____</p> <p>Details checked Temp on Arrival: _____</p> <p style="text-align: center; font-size: small;">Please tick if you require submission form to be emailed back upon receipt</p>
Sampling	
<p>Sampling required</p> <p>Sampling bottles required</p> <p>Samples to be dropped off</p> <p>Samples to be picked up</p> <p>from: _____ on: _____</p>	<p>Bottles sent</p> <p>Techs notified</p>
Results	
<p>Email Endorsed PDF Excel spreadsheet</p> <p>Other: _____</p>	
Priority	
<p style="color: red; text-align: center;">Permission to subcontract analyses if required</p> <p>Low (14+ calendar days) Urgent (1-4 calendar days)</p> <p>Normal (8-13 calendar days) NOTE: Turnaround depends on tests requested; extra charges apply; please contact lab first.</p> <p>High (5-7 calendar days)</p>	

Please note: Detailed sampling and testing information is not routinely included on endorsed reports, but additional information is available on request.

Additional Information

Sample Name / Site Description	Sample Date & Time	Sample Type	Tests Required	Lab number

Important privacy information

The personal information that you provide in this form will be held and protected by Hamilton City Council in accordance with our Privacy Statement (available at <https://www.hamilton.govt.nz/privacy> and at our libraries, pools and the Municipal Building, Garden Place) and with the Privacy Act 1993. The Privacy Statement explains how we can use and share your personal information in relation to any interaction you have with the Council, and how you can access and correct that information. You should familiarise yourself with this Statement before submitting this form.

