

Sampling and Shipping Guidelines

The following information provides guidelines for submitting samples. If you have any further questions, please contact the laboratory at aflinfo@uoguelph.ca or 519-767-6299

- When collecting a sample, ensure that it is appropriate for the analysis and the answer you need.

NOTE: the water tests in this lab are not suitable for drinking water testing. Methods are for surface, agricultural and waste water samples.

For most analyses, it is sufficient to submit samples as follows:

- For **soils**, submit approx. 300 g. For fertility testing, collect sample from the top 15 cm of soil.
 - For **plants**, submit approximately 10 g of dried, ground plant tissue.
 - For **manures and wastes**, submit approximately 500 g.
 - For **ammonium and nitrate analysis**, we recommend that fresh or frozen samples are submitted.
- Clearly label samples with indelible ink.
 - Enclose samples individually in leakproof containers able to withstand shipping. To prevent breakage, extra packaging should be used when shipping glass containers.
 - Copy and complete a Sample Submission Form and enclose with samples. Forms are available at <http://www.uoguelph.ca/labserv/sample-reception/95stone-sample-submission.cfm>
 - For moist samples, enclose submission form in a separate plastic bag. Provide any critical information about sample history, expected ranges, use of results, or handling hazards on submission form. Clearly state the analysis/analyses requested.
 - Samples can be sent to the laboratory by mail or courier, or hand-delivered. Sample Reception hours are **Monday to Friday, 7:30 a.m. to 6:00 p.m.** Refer to map for location at http://www.uoguelph.ca/labserv/files_directions/95StoneMapandDirections.pdf
 - Certain samples require refrigeration, freezing or extra packaging to maintain sample integrity or control offensive odors. Ship these samples such that these conditions are maintained until they are received by the laboratory. Contact the laboratory if necessary at aflinfo@uoguelph.ca or 519-767-6299.
 - Do not ship perishable samples to arrive at the laboratory on holidays or weekends.
 - For specific Canada Post and courier regulations, please refer to their websites.

The laboratory reserves the right to not process samples that pose a health risk to laboratory personnel or are leaking, damaged or spoiled and are no longer suitable for analysis.