Analytical Laboratory Services
OUR QUALITY IS IN THE DETAIL

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SAMPLE SUBMISSION FORM: FOOD & FEED CHEMISTRY TESTING

Enquiries: Ms Rosina Shangula | Section Head Food & Feed Chemistry	**Laboratory Reference No:**

Customer Contact Information:	
Customer /Company Name	
Primary contact person	
Samples submitted by	
Postal Address & Town	
Tel / Mobile Number	
Email Address	
Accounts contact person	
Tel / Mobile Number	
Email Address	

Financial Information:

Charge to

Customer / Company (listed above) ☐

Other ☐ _____

Purchase Order No: _____

Quotation No (if any): _____

Customer Account type (tick the appropriate box)

Credit Account	☐	**Note:** Payment to be done within 30 days
Cash Customer	☐	**Note:** Payment to be done prior to testing

Analytical Instructions
Rush TAT requests must be approved by the laboratory. A surcharge will apply.

Standard Turn-Around-Time ☐   Rush Turn-Around-Time ☐

Test Report
- Test Report(s) will be emailed to primary contact by default
- Additional Test Report(s) will be emailed as specified below:

Email primary contact (tick   ☐

Other email address (tick & specify below)   ☐
_____
_____

Samples accepted with exception:
I the customer agree that the sample(s) should be tested even though not in compliance with the acceptance criteria.

Customer Signature: _____

Date: _____

FOR OFFICIAL USE

Sample(s) received & inspected by

Name: _____

Signature: _____

Date: _____   Time: _____

Sample(s) accepted (tick)	☐
Sample(s) accepted with exception (tick)	☐
Sample(s) rejected (tick)	☐

If rejected, was the customer informed (tick)
☐ Yes   ☐ No

Reason for rejection:
....
....
....

Additional information/known hazards (if any)
....
....
....
....
....
....

Customer Authorisation (compulsory)

By signing below, you agree to Analytical Laboratory Services Terms & Conditions and authorise Analytical Laboratory Services to perform the requested tests to the best of their knowledge and in accordance with specified Test Methods.

Customer Signature: _____

Date: _____

Note: Complete page 1-2 and all other applicable pages to your request

Sample Information					FOR OFFICIAL USE
No.	Sample Description	Sampling Date	Sampling Time	Sample Matrix*	Lab Sample No.
1.					
2.					
3.					
4.					
5.					
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19.					
20.					
21.					

*Sample Matrix Abbreviation Key

Food = F   Mixed Feed = MF   Feed Component = FC   Beverage = B   Sanitizer = S   Oil = O   Tallow = T   By-products = BP

Plant tissue = P

Please specify:

Sampling done by: _____

Signature: _____

Reference of the sampling method (if available): _____

Sampling Location/Factory name: _____

Special Instructions (when applicable): sample storage/disposal, outsourced work

_____

_____

_____

_____

_____

_____

Note: Complete page 1-2 and all other applicable pages to your request

	CHEMICAL TESTING OF FOOD & FEED SAMPLES		
Note: The laboratory will select the test parameters on behalf of the client, when a signed quotation is attached to this request form.			
No.	**Test Parameters**	**Reference Method**	**Tick**
1.	Moisture on food and feed	METH FC 001 / METH FC 022	☐
2.	Moisture on meat	METH FC 025	☐
3.	Crude fats and oils, extractable, on food and feed	METH FC 002	☐
4.	Crude fats and oils, total, on food and feed	METH FC 026 / METH FC 023	☐
5.	Crude fibre on food and feed	METH FC 005	☐
6.	Acid detergent fibre on feed	METH FC 006	☐
7.	Neutral detergent fibre on feed	METH FC 007	☐
8.	Crude nitrogen (protein calculated) on food and feed	METH FC 004	☐
9.	Ash (inorganic fraction) on food and feed	METH FC 003	☐
10.	Total carbohydrates (require protein, fat, moisture, ash) on food	Calculated	☐
11.	Available carbohydrates (require protein, fat, moisture, ash, crude fibre) on food	Calculated	☐
12.	Non-structural carbohydrates (requires protein, fat, moisture, ash, crude fibre) on food	Calculated	☐
13.	Energy (required: fat, carbohydrates, protein) on food	Calculated	☐
14.	Total digestible nutrients (only single feed components) (require: moisture, protein, fat, ash, crude fibre) on feed	Calculated	☐
15.	Digestible energy (only single feed components) (require: total digestible nutrients) on feed	Calculated	☐
16.	Metabolisable energy on food and feed	Calculated	☐
17.	pH on food and feed	METH FC 036	☐
18.	Grading on food (please indicate sieve size)	METH FC 042	☐
19.	Salt (chloride as sodium chloride) on food and feed	METH FC 027 / METH FC 012	☐
20.	Total volatile basic nitrogen TVBN on fish	METH FC 030	☐
21.	Reducing and total sugar in beverages	METH FC 033	☐
22.	Protein solubility on food	METH FC 029	☐
23.	Fat on milk	METH FC 031	☐
24.	Fat on eggs	METH FC 032	☐
25.	Peroxide value on feed (require: cold solvent extraction)	METH FC 016	☐
26.	Free fatty acids on feed (require: cold solvent extraction)	METH FC 015	☐
27.	Free fatty acids on poultry by products (require: cold solvent extraction)	METH FC 043	☐
28.	Urea on feed	METH FC 010	☐
29.	Urease activity on feed	METH FC 011	☐
30.	Tannins (water soluble) on feed	METH FC 009	☐
31.	Acid detergent lignin on feed	METH FC 008	☐
32.	Insoluble impurities on seeds and fruit	METH FC 024	☐
33.	Titratable acidity in alcohol	METH FC 034	☐
34.	Vitamin C in clear beverages	METH FC 037	☐
35.	Alcohol content – beverages	METH FC 035	☐
36.	Alcohol content – sanitizers	METH FC 041	☐
37.	Sulphur dioxide, free in beverages/wine	METH FC 045	☐
38.	Sulphur dioxide, total in beverages/wine	METH FC 045	☐

As per ISO 17025, This Sample Submittal Form serves as a Contract between the Customer and Analytical Laboratory Services (Pty) Ltd for services being rendered.
Note: Information provided on this Submittal Form will be transferred to the Test Report, therefore, ensure that the relevant information is correct.

Note: Complete page 1-2 and all other applicable pages to your request

	CHEMICAL TESTING OF TALLOW AND OIL		
No.	Test Parameters	Reference Method	Tick
1.	Acid value / % free fatty acids	METH FC 015	
2.	Peroxide value	METH FC 016	
3.	Saponification value	METH FC 018	
4.	Iodine value	METH FC 017	
5.	Unsaponifiable matter	METH FC 020	
6.	Insoluble impurities	METH FC 019	
7.	Moisture & volatile matter	METH FC 014	
8.	Ash	METH FC 013	
9.	Density of oil	METH FC 021	

	ELEMENTAL ANALYSIS BY ICP-OES		
No.	Test Parameters	Reference Method	Tick
NOTE: All elemental analysis requires a sample digestion method, the Laboratory will advise on a suitable method			
1.	Aluminium	AWWA ICP-3500-Al C	
2.	Antimony	AWWA ICP-3500-Sb C	
3.	Arsenic	AWWA ICP-3500-As D	
4.	Barium	AWWA ICP-3500-Ba C	
5.	Boron	AWWA ICP-3500-B D	
6.	Cadmium	AWWA ICP-3500-Cd C	
7.	Calcium	AWWA ICP-3500-Ca C	
8.	Chromium (total)	AWWA ICP-3500-Cr C	
9.	Cobalt	AWWA ICP-3500-Co C	
10.	Copper	AWWA ICP-3500-Cu C	
11.	Iron	AWWA ICP-3500-Fe C	
12.	Lead	AWWA ICP-3500-Pb C	
13.	Magnesium	AWWA ICP-3500-Mg C	
14.	Manganese	AWWA ICP-3500-Mn C	
15.	Mercury	AWWA ICP-3500-Hg	
16.	Molybdenum	AWWA ICP-3500-Mo C	
17.	Nickel	AWWA ICP-3500-Ni C	
18.	Potassium	AWWA ICP-3500-K C	
19.	Phosphorus	AWWA ICP-3500-P C	
20.	Selenium	AWWA ICP-3500-Se I	
21.	Sodium	AWWA ICP-3500-Na C	
22.	Tin	AWWA ICP-3500-Sn	
23.	Zinc	AWWA ICP-3500-Zn C	

	GROUP TESTS	
No.	Test Parameters	Tick
1.	**Nutritional analysis of feed (single feed component)** Sample preparation, moisture, crude nitrogen (protein calculated), crude fats & oils (extractable), crude fibre, acid detergent fibre, dry ashing, wet digestion high temperature, Ca, P, total digestible nutrients (calculated), digestible energy (calculated) and metabolizable energy (calculated)	
2.	**Nutritional analysis of feed (mixed feed)** Sample preparation, moisture, crude nitrogen (protein calculated), crude fats & oils (extractable), crude fibre, acid detergent fibre, dry ashing, wet digestion high temperature, Ca, P	
3.	**Nutritional analysis of food** Sample preparation, moisture, crude nitrogen (protein calculated), crude fats & oils (total), crude fibre, dry ashing and dissolution of ash, Na, total and available carbohydrates (calculated) and metabolizable energy (calculated)	
4.	**Plant tissue analysis** Sample preparation, crude nitrogen, wet digestion high temperature, P, Na, K, Mg, Ca, Mn, Fe, Cu, Zn, S	

Note: Prices are specified on FM 7.1- 5

Note: Complete page 1-2 and all other applicable pages to your request

Instructions to complete this form (PDF) electronically

1. Select/click Tools on the Menu Bar
2. Select/click on Fill & Sign
3. Select/click on the area/space to be filled and type the relevant information.
4. Sign and Email the Sample Submission form to the Laboratory or send it together with the samples.

Note: The instructions steps might differ based on the PDF package