

SUBMITTING SAMPLES FOR ANALYSIS

LABORATORY SERVICES



1. Sample mailing container – before taking the sample, complete the basic information on the lid of each sample mailing container so it can be used as a reference when creating the sample labels.

DATE: _____

HOURS: _____

MACHINE #: _____

COMPARTMENT: _____

FILTER CHANGED:

OIL CHANGED:

2. Collect sample using the recommended procedure as per Caterpillar document PEGJ0047 – How to Take A Good S-O-S Sample.

3. Create the sample labels using Oil Commander or if handwriting the sample cards, ensure all information is supplied and correct. Place each sample label into the corresponding mailing container with sample and then into supplied zip lock plastic bag.

Hastings Deering		Oil Commander	
Serial No.			
Unit No.			
Rego No.		Customer	
Meter Reading		Job Site	Coolant
Fluid Reading		Sampled Site	Job No.
Fluid Added		Contact	Make
Oil Changed		Address	Model
Filter Changed		Phone	Family
Oil Type		Email	CMU
Oil Grade		Printed	Sample Route
Sample Date		Fuel Type	
Compart. S/N			Sump (L)
Last Fluid Change		Problems /Comments	
Warranty			

4. Place samples into the supplied pre-paid Australia Post mailing satchels.

5. Ensure Company name and jobsite are completed for each mailing satchel and the Dangerous Goods declaration is signed. Failure to sign the declaration may result in delayed delivery to laboratory.

6. Samples may be handed over to Australia Post or placed in a yellow Express Post box.

Company Name _____

Jobsite _____

Signature _____

Sender details:

Company name _____

Contact name _____

Telephone _____

After hours _____

Address _____

Suburb or town _____

State _____ Postcode _____

Maximum 3 canisters only

Fuel sample prohibited

POST OFFICE USE ONLY. SCAN BARCODE. NO PAYMENT REQUIRED.

Express Post

EXPRESS POST RETURNS

DTP822845601000680303

DTP822845601000680303

Sender to keep

DTP822845601000680303

Official use

A return receipt will be provided to the sender. A signed return receipt must be provided by the sender. The sender must ensure that the return receipt is signed and dated. The sender must ensure that the return receipt is signed and dated. The sender must ensure that the return receipt is signed and dated. If the declaration is not signed this article cannot be returned by air.