



Information sheet for sample delivery

Order of steps:

1. Please submit a [request](#) for analysis.
2. The responsible project manager will reach out to you in case any clarifications or further informations are needed.
3. You will receive a completed UVB ('Untersuchungsvereinbarung') with the charge calculation (per sample/run) and a unique UVB-number via E-Mail.
4. To deliver samples, please book an [appointment](#) and attach the completed sample [delivery form](#)
5. You **do not** need to bring a printed sample form, when you deliver your samples. However, your samples should be clearly identifiable as belonging to you and your UVB number and clearly marked according to information in the delivery form.

Please note the following points before delivering samples:

1. Please number your samples clearly, consecutively and visibly (e.g. distinguishable numbers 1-x). Please use durable sample labels, especially on frozen samples.
2. If you have processed your samples beforehand, please provide us with all the necessary information (grind size, sieve size, heavy metal-free, etc.).
3. Please ensure that the sample material is sufficiently homogeneous.
4. Please use suitable containers for your samples, e.g. sealed; shatterproof; opaque, if necessary. If you have any questions, please do not hesitate to contact us.
5. For extracts/solutions: Please let us know about the origin and base of your sample (e.g. extracting agent, buffer, salt concentration, water purity, chemical purity etc.). Please supply approx. 500 ml of the **extraction agent** for preparing the calibration solutions.
6. We require **blank values** for the evaluation of the results (especially for measurements in the trace range). Therefore, please always submit blank value solutions.
7. Please mark an include blank values and standard materials as samples in your sample delivery form.
8. Please note the minimum quantifies for our parameters (LOD, LOQ). If you are unsure you can clarify in advance with your contact person.

Sample collection (after analysis):

Please make an [appointment](#) to pick up your remaining samples after the results have been sent.

Any remaining samples will be **disposed three months after the results have been sent** unless they are collected before then.

Minimum quantities for solid samples:

Sample Preparation

Dry matter:	5 g	CAL-extraction:	5 g
Microwave digestion:	1 g	CaCl ₂ -extraction:	3 g
Aqua regia digestion:	3 g	CAT-extraction:	5 g
Fusion digestion	3 g		

Sample Analysis

Elemental analysis CN:	1 g	Elemental analysis Corg:	1 g
Mineral nitrogen (soil):	200 g	pH:	10 g
Crude fat:	5 g	Crude protein (Kjeldahl):	5 g
Crude fiber:	5 g	Crude ash	5 g
aNDF/ADF/ADL:	5 g	IC (e.g. Chloride):	5 g

Minimum quantities for solutions:

Sample Analysis

ICP-OES:	10 ml	ICP-MS:	5 ml
IC (e.g. chloride):	10 ml	Mineral nitrogen (e.g. CaCl ₂ -extraction):	100 ml
