



"Analysis Done Right, On Time"

January 18, 2016

Sample Submission Requirements

It has been said that.....

"The quality of analytical results is directly proportional to the quality of the sampling techniques"

It is our goal at Oilfield Labs of America to provide the highest quality data in the shortest amount of time for our customers. In order to achieve our goal, it is imperative that we provide some specific guidelines and recommendations to help you with your sample collection process. Listed below are some basic recommendations for sampling, collecting the correct sample volumes, using the appropriate sample containers and other sampling information as it relates to the type of analysis requested.

General Sample Instructions:

- **Approved Sample Containers:**
 - Please use the suggested approved sample containers. See table below.
 - 4 oz. plastic bottles for all water samples is recommended
 - 6 oz. glass prescription bottles are REQUIRED for oil and grease and TPH testing

- **Sample Turn Around Times:**
 - STANDARD – 3-5 business days
 - RUSH – Under 3 days – 100% surcharge
 - CRITICAL – within 24 hrs.- 300% surcharge

- **Labeling:**
 - You may use your own labels or you may use the free labels provided by OLA that are included in our free sample bottles. In either case, please provide as much information as you can so we can identify who is sending in the sample and what testing is required.
 - Please provide the following information at a minimum on each sample bottle
 - Your name
 - The type of testing requested
 - The TAT required
 - Your company name
 - Operator of the field where the sample was taken
 - Area/Region/Division
 - Lease Name
 - General Sample Point Entity Name
 - Sample Point Name



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- **Water Analysis:**
 - Please **DO NOT** acidify samples for Complete Water Analyses (CWA), Fe/Mn, Scale Inhibitor Residuals, or for any other desired metals analysis. This will be done in the laboratory. The laboratory is better able to effectively acidify the samples with the correct amount and quality of acid. This will be safer for you – no more acid to carry around. This will also make the sample less expensive to ship because they will be considered non-hazardous.
 - Please send in the correct number of bottles for a complete water analysis, (2). We acidify one bottle in house and use the other for the Cl and SO₄ analysis. This is not a sample volume issue, it is necessary to have separate bottles for proper analysis.
 - Please try to minimize the amount of oil or condensate that you collect in the water sample. We realize that this is the oil business but try as much as you can to minimize the oil and maximize the correct amount of water that needs testing.
 - Please fill up each bottle with sample as much as possible – to the shoulder or the bottom of the neck where the threads start is optimal.
- **Oil and Grease Analysis:**
 - If there is a visible layer of oil on the top of a water sample requesting Oil and Grease analysis, the lab will NOT perform the analysis. The top range of the curve is 200 ppm. If there is visible oil in the container, it is in percent level concentration. Analyzing these samples using the specified method requires significant dilutions and additional resources only to yield results with a drastically increased margin of error. Instead, lab personnel will conduct a visual estimation of the amount of the oil that appears to be present and report that value. Also, please do not exceed 140 mls. When using the prescription bottles, hit the 140 mls mark as close as possible.
- **Millipores and Corrosion Coupons:**
 - When at all possible, please purchase your pre-weighed Millipores filters and corrosion coupons from OLA. Please call ahead to check on available volumes.
 - When returning Millipores or Corrosion Coupons to the lab for analysis, please be careful to put them in their corresponding petri dish or envelope so we can correctly identify them
 - Millipores – please dry them as much as possible before putting them back into the petri dish, if not, they will stick to the petri dish and some filter may adhere to the dish and cause a false weight loss.

Required Sample Volumes:

Analysis Requested	Recommended Bottle Type	Number of Bottles	Required Volume
Water Analysis	4 oz plastic	2	100 mls each
Scale Inhibitor Residuals (PO ₄)	4 oz plastic	1	100 mls
Iron & Manganese Counts	4 oz plastic	1	100 mls
Oil & Grease	6 oz glass	1	140 mls
Total Petroleum Hydrocarbons (TPH)	6 oz glass	1	140 mls