

How to fill out the Logan Labs Submission Worksheet

Please fill out the completely

1. Your client names goes on client name line
2. All reports are on the website for viewing.
3. Final reports have 5 sample results per page. If you're sampling different types of sites, like greens, tees, fairways, etc., separate them by page in numerical order. Follow the example below:

Page	Sample ID	Sample ID	Sample ID	Sample ID	Sample ID
1	Green #1	Green #2	Green #3	Green #4	
2	Tee #1	Tee #2	Tee #3		
3	Fwy #1	Fwy #2			

4. Any additional tests not listed may be noted on the extra lines provided on the worksheet.
5. If soil depth is not at 6 inches, note the correct depth on the line provided.
6. Fill all soil bags with soil to the "Fill Line", or 2 cups of soil, if using a Ziploc bag.
7. Mark all bags with client name and Sample ID with a permanent marker. Make sure that the Sample ID on the bag and the submission worksheet match.
8. Close each bag tightly and pack into a cardboard box, make sure any extra room in the box is filled with packing material so no movement is allowed.
9. Place the submission worksheet into the box. If soil bags are wet, place the worksheet in a plastic bag.
10. Mail all samples to address at the top of the submission worksheet
11. Any questions about the worksheet, contact the office at 888-494-7645