THE UNIVERSITY OF BRITISH COLUMBIA
Norman B. Keevil Institute of Mining Engineering
Faculty of Applied Science

Department of Mining Engineering
6350 Stores Road
Vancouver, BC V6T 1Z4
Phone 604 827 3461
Fax 604 822 5599
www.mining.ubc.ca

UBC MINING ENGINEERING LAB

Submission Form

Please submit this form with your samples. Label and package all samples in accordance with applicable safety and transport requirements. Indicate any sample preparation already completed (e.g., centrifugation, filtration or solid-phase extraction).

1. Project Details

Project ID (lab use only)	
Client / contact name	
Institution / department / company	
Email / phone	

2. Billing Details

UBC worktag (internal clients)	
External clients: billing contact / preferred payment method (cheque, wire transfer or EFT)	

3. Sample List

List each sample below; add rows or attach a separate sample list if needed. Include any completed preparation in the description.

Lab ID (lab use)	Client sample ID	Description / matrix; preparation	Amount / volume	Storage / preservation	Requested analyses

4. Hazards and Handling

Known or suspected hazards (attach SDS, if available)	
Special handling, storage or disposal requirements	

5. Timeline and Reporting

Preferred start date	
Requested completion date	
Reporting requirements (if applicable)	

Typical turnaround: 10–15 business days, subject to sample condition, instrument availability and testing requirements. Rush requests are subject to confirmation.

6. Declaration

I confirm that the information provided is accurate to the best of my knowledge and that all samples are appropriately labelled and packaged in accordance with applicable requirements.

Name:	Date:
Signature:	