



South Dakota Agricultural Laboratories  
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## Guidelines for Submitting Samples

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*The following are basic guidelines only. Proper sampling is important to ensure that materials submitted are representative. Please call 605-692-7325*

### ALL SAMPLE TYPES SUBMITTED NEED THE FOLLOWING:

1. A submission form or memo should accompany submitted material and should contain the following: complete billing and contact information including name, address and phone number. Include fax and e-mail address if analysis reports are to be sent by these methods. (Submission forms for most sample types can be downloaded from our website at: <http://www.sdaglabs.com> or requested from the lab).
2. If an additional copy of an analysis report needs to be sent to someone, please include their complete contact information (name, address, fax, e-mail) on submission form or memo. **Written permission is required for information to be released to a second party.**
3. Analyses being requested for submitted material should be clearly identified on submission form/memo.
4. To prevent submission information from becoming wet, dirty and/or illegible, package information separately from material(s) to be analyzed.
5. Identify each material container/bag using a permanent marker.
6. **Submitting materials in person** — Our address is listed above. If possible, complete submission information for material(s) prior to arrival.
7. **Submitting materials to be shipped**—package material(s) carefully so no breakage or leakage will occur. Enclose required information and ensure all material(s) are labeled.

### FORAGES AND FEEDS

1. **Hay**—material obtained using a hay probe is best. Core several random bales (10-20) and combine thoroughly. Place all cores into gallon size plastic bag or other container and seal (do not attempt to split the composite cores).
2. **Grain**—collect material for analysis from several locations in bin and combine. Put into quart or gallon size plastic bag or other container and seal.
3. **Silage/TMRs**—collect material for analysis from several locations and depths from silage pile/bunk and composite-mixing thoroughly. Place 2-4 quarts in gallon size plastic bag or container and seal.
4. **Standing Forage**—cut forage at harvest or grazing level (do not send with roots attached) from several locations throughout the field. If material is to be analyzed for prussic acid DO NOT chop the forage (it is acceptable to cut stalks into shorter lengths but do not cut leaves or bend them more than is necessary the leaves are analyzed for prussic acid). If the material is NOT to be analyzed for prussic acid, please send chopped material if possible.
5. **Liquid Feeds**—tank should be agitated prior to collection—collect approximately 1 pint (2 cups) in a clean container, label and seal to prevent leakage. Mailed materials should be carefully packaged to prevent breakage.

### MANURES, COMPOST, SOILS AND FECES

1. See the first section containing information on submitting materials.

2. **Dry Fertilizer**—collect material at several locations using a trier or a cup. Combine and mix well. Send approximately one half to one quart of material in labeled container (doubled plastic bags work well). Package well to prevent bag from tearing and/or leaking. Please provide anticipated N, P, K values if fertilizer formula is known.
3. **Liquid Fertilizer**—mix solution in tank as thoroughly as possible. Collect material by dipping bottle into tank or taking material from tap. Collect 1 pint (16 oz.) of liquid in a clean container. Package well to prevent bottle from breaking and/or leaking. Please provide anticipated N, P, K values if fertilizer formula is known.
4. **Solid Manure**—use shovel to collect about 20 random scoops from throughout the area being sampled. Avoid excessively wet areas or areas that contain large amounts of feed/roughage. Combine material and mix thoroughly. Take approximately 1-2 quarts of mixture and place into gallon size plastic bag or other sturdy container and seal well to prevent leakage. If possible freeze material(s) prior to shipping and put material(s) into Styrofoam cooler or sturdy box and enclose ice packs to keep material(s) cold. Important —please ensure that containers cannot break and leak in shipping container.
5. **Liquid Manure**—to ensure representative material is collected, agitate storage facility prior to pulling material. Collect material in pail and stir. Immediately fill a quart plastic bottle. It is a good idea to enclose the bottle in a plastic bag and seal it so if bottle leaks it leaks into the bag only. If possible, freeze material(s) prior to shipping and put material(s) into Styrofoam cooler or sturdy box and enclose ice packs to keep material(s) cold.  
*Important—please ensure that containers cannot break and leak from the shipping container.*
6. **Soil**—to be analyzed for fertilizer spill contamination, heavy metals or selenium (if submitting a large number of materials, please contact our laboratory prior to submission) – collect soil randomly from the area or multiple soil cores 4-6" deep should be taken. Mix thoroughly and remove anything that is not soil such as gravel and/or plant material. Submit approximately 1 pint of soil for analysis.
7. **Feces**—contact our laboratory prior to submitting. Please call (605) 692-7325

## ANIMAL TISSUES

1. Contact our laboratory prior to submitting animal tissues. Please call 605-692-7325

## WATER

1. See the first section containing information on submitting materials.
2. Water for livestock/human consumption, farmstead/household use, lawn and garden or irrigation-submit one (1) quart of water. Put into clean container and seal to prevent leaking.
3. **Water for Blue-Green Algae**—submit one (1) pint of water and ensure it arrives at our lab within 24 hours of collection.
4. **Water from Feedlot Monitoring Wells**—submit 2 quarts of water from each well if possible.
5. **Industrial Wastewater**—contact us for instructions and/or prices before submitting materials. The proper sample bottles may need to be sent to you.

## PRODUCTS

1. Please contact our laboratory prior to submitting dairy products at (605) 692-7325

## MISCELLANEOUS MATERIALS

1. Please contact our laboratory concerning sample types not covered in the above guidelines for such materials as paint, deicers, etc. (605) 692-7325