



Te Papa Tipu Innovation Park
 49 Sala Street
 Private Bag 3020
 Rotorua Mail Centre
 Rotorua 3046, New Zealand
 Email: testing@veritec.co.nz
 Telephone: +64 7 343 5400

Work Request Form - Timber Preservation and Wood Characteristics

Client Information:		
Client: _____	Postal Address: _____	Priority:
Contact Name: _____	_____	Urgent (<5 working days): <input type="checkbox"/>
Email address: _____	_____	Normal (<10 working days): <input type="checkbox"/>
Phone: _____	Fax: _____	
Order No. / Charge Code: _____		Preference:
Notes:		Email results: <input type="checkbox"/>
* Urgency results incur a 25% urgency fee		Post results: <input type="checkbox"/>
* Please notify us if the billing address is different to the postal address		Fax results: <input type="checkbox"/>

Sample Information:				
#	Sample ID	#	Sample ID	Analysis Required: (see overleaf) Other Information: Species: _____ Hazard Class: _____ Charge Number: _____
Additional Information: <i>Please inform us of any method specifications or sample treatment that you require, or any other additional information required for analysis, reporting or invoicing.</i>				

Terms and Conditions:

Disclaimer: Veritec relies on the Client to provide the samples necessary to complete testing requested. These samples must be properly labelled and delivered in the appropriate manner together with all necessary documentation. As a result, Veritec will have no responsibility or liability for losses arising from any damage to, or mishandling, mislabelling or contamination of, samples prior to delivery at Veritec. Veritec makes every effort to ensure the requested tests are performed correctly, but will not be liable for any loss or damage arising from the use of the results of the tests by the Client or any other person.

Terms of Trade: • Veritec will treat as confidential all of the Client's non-public information. • Veritec will retain the samples provided by the Client for a period of three (3) months from receipt of those samples. If requested during this period Veritec will arrange return of the samples to the Client, at the Client's cost. After the expiry of three months Veritec may destroy any samples retained. Until the expiry of this three month period ownership of the samples remains with the Client. • Veritec utilises pre-existing and licensed intellectual property to perform the requested tests. Veritec retains all of its rights in such intellectual property and any improvements to it. • Copyright in the results of the requested tests, as provided to the Client, will vest in the Client on payment in full and without deduction of Veritec's invoices for those tests. • The Client agrees that Veritec may use the results of the requested services providing it maintains its confidentiality. • Veritec warrants that to the best of its knowledge it is not infringing any third party intellectual property rights in performing the requested tests. • Veritec's liability, whether in contract, or otherwise, in respect of all claims for loss, damage or injury arising from breach of any of Veritec's obligations in connection with the performance of the requested tests, is limited to the cost of the requested tests as detailed on the front page of this confirmation form. • Notwithstanding the foregoing Veritec will not be liable for any form of consequential, indirect or special loss or damage suffered by the Client in connection with the performance of the requested tests. • Veritec may require pre-payment for work in some circumstances. Veritec will advise the Client where this is required. Where pre-payment is required Veritec will not release results and may not commence work, until this payment is received. Where pre-payment is not required the Client will make payment for the requested tests, by the 20th of the month following receipt of invoice. Interest may be charged on overdue invoices at 1.5% per month. A 25% surcharge applies for urgent sample analysis. • The Client agrees that Veritec may sub-contract the testing services or any part thereof to other laboratories. • Veritec is an independent contractor. This Agreement is subject to laws of New Zealand. The parties may enter into this Agreement by sending an executed copy of this Agreement by facsimile to any other party, and all parties will be bound by their signatures on the facsimile copy. Veritec means New Zealand Forest Research Institute Limited.

Please complete the details below to confirm your acceptance of the Terms and Conditions: Signed: _____ Date: _____	For office use only:	
	LMS # _____	Sample ID # _____
	Lab job # _____	Date rec'd _____
	Project # _____	Samples registered/logged <input type="checkbox"/>
	Date reported _____	Samples entered in log book <input type="checkbox"/>
		Signed Off _____

Analysis available:

Please use code in the analysis required box on the front of the work request form or circle the required code below

Foliage Samples:	
Test:	Code:
Basic Plant Test: N,P,K,Ca,Mg,B,Fe,Mn,Zn,Cu,K:Mg with recommendation	BPT
BPI: BPT plus Al,Na,S (please specify extra elements also required)	BPI
Total Carbon	TC
Total Nitrogen	TN

Water/ Wastewater Samples:	
Test:	Code:
pH	pH
Conductivity	Ec
Total Kjeldahl Nitrogen	TKN
Dissolved Kjeldahl Nitrogen	DKN
Ammonia - N	NH ₄ -N
Total Phosphorus	TP
Dissolved Reactive Phosphorus	DRP
Reactive Phosphorus	RP
Nitrate + Nitrite	NO _x -N
Nitrate	NO ₃
Nitrite	NO ₂
Total Organic Carbon	TOC
Dissolved Organic Carbon	DOC
Nitrogen and Phosphorus Full Suite: TKN,DKN,NH ₄ -N,TP,DRP,NO _x -N	NPFS
Anions: Cl,NO ₃ ,NO ₂ ,PO ₄ ,SO ₄	An
Cations: K,Na,Mg,Ca,NH ₄ -N	Cat

Wood Fuels Samples/Tests:	
Test:	Code:
Moisture Content	MC
Ash content	ASH
Calorific Value	CV
Calorific Value Suite: ash content, moisture content and calorific value	CVFS
Total Carbon and Nitrogen	TC & TN

Miscellaneous Samples/Tests:	
Test:	Code:
Metals by ICP: Al,As,Ba,Cd,Co,Cr,Cu,Fe,Li,Mn,Ni, Pb,Se,V,Zn	ICPmet
Cations by ICP: Ca,K,Mg,Na	ICPcat
ICP Full Suite: ICPmet+ICPcat+B+P+S	ICPFS
ICP Selection: please specify elements	ICPsel
Fumigation Solutions: please specify solutions required	FumSol
Chemical solution: please specify solution required	Sol

Soil Samples:	
Test:	Code:
Soil pH	pH
Soil Conductivity	Ec
Particle Size: Sand,Silt & Clay	PS
Moisture Content	MC
Total Carbon	TC
Total Nitrogen	TN
Macroporosity, Particle Density	MP&PD
Bray-P2 (1 extraction)	BrayP
Bray-P2 (3 extractions)	BrayPseq
Bray Cations: Ca,Mg,K	BrayCat
Standard Soil Test: pH,TN,TC,Bray-P2seq, Bray-Cat	SST
Soil Quick Test: pH, QT-P, QT-cat(Mg, Ca, K, Na) with interpretation	SQT
Mehlich III extraction: K,Mg,Ca,Mn,Fe,Cu,Zn,B,Al,P,Na	M3
Organic Matter- Loss on Ignition	LOI
Olsen - P	OP
Exchangeable Cations	XCat
Cation Exchange Capacity	CEC
Base Saturation	BS

Timber Samples/Tests*:	
Test:	Code:
Boron preservative	B
CCA preservative	CCA
Copper preservative	Cu
Azole preservative	Az
Permethrin preservative	Perm
Tin preservative	Sn
DDAC preservative	DDAC
Heatwood/sapwood spot test	HST
Penetration spot test	PT
Retention	RT
Full suite: HST,PT,RT	FS
Density	Den

*Please specify preservative + tests required (HST, PT, RT or FS)

Carbohydrate Samples/Tests:	
Test:	Code:
Extractives	Ext
Klason Lignin (insoluble)	KL
Acid-soluble Lignin	AL
Carbohydrates	Carb
Full suite: Ext,KL,AL,Carb	CarbFS
Liquid carbohydrates - monomeric	LCM
Liquid carbohydrates - oligomeric	LCO