

Sample submission checklist

A practical guide to preparing descriptions, documents, and packaging before arranging material examination.

Before preparing the specimen

- State the material type, approximate amount or piece count, and the purpose of examination.
- Record a clear description and any known specimen source or existing identifiers.
- Gather available reports, photographs, previous tests, and any questions you want answered.

Packaging and identification

- Separate and identify each specimen so individual items cannot be confused.
- Use suitable protective packaging for fragile stones, powders, granular samples or sharp material.
- Tell the laboratory about known handling hazards before transport or presentation.
- Do not send valuable or hazardous materials until receipt and transport arrangements are agreed.

Useful enquiry details

- Full name and a return contact channel
- Material type, approximate weight or number of pieces
- Any relevant prior test, photograph or supporting document
- What you need the examination to establish
- Desired output and any special handling or return requirements

General educational guidance only. Agree the examination scope and any physical sample submission arrangements directly with the service provider.