



# How To Submit Oil Samples

## SUBMITTING ADHOC SAMPLES

The preferred method of submitting samples to the WearCheck laboratory is through the use of pre-purchased sampling kits. Purchasing sample kits ensure that you are using suitable sampling containers for the type of fluid sample you are submitting, that you have purchased the correct testing package for your application, and that we have the necessary contact information and that those contacts are set-up to receive sample results in the most appropriate format. For customers that wish to “drop-off” or submit adhoc fluid samples, this How To serves as a recommendation for ensuring prompt service and meaningful analysis.

## BILLING & CONTACT INFORMATION

**This is a one time use form. Subsequent samples submitted with this form are subject to a \$50 admin fee.**  
Please contact WearCheck and purchase appropriate sample kits for additional samples/testing.

When dropping off or sending in a sample in your own container ensure that you include a business card as a minimum so that we can contact you for sample details and billing information. WearCheck accepts MasterCard, Visa and American Express. If you are already a WearCheck customer, we will accept a purchase order number. Sample testing costs are dependent on the type of sample and the level of analysis that you require.

**Contact Info:** \_\_\_\_\_

**Charge to:**  Visa  MasterCard  American Express

Company Name \_\_\_\_\_ Card Number \_\_\_\_\_ Expiry      /      /      /     

Address \_\_\_\_\_ Cardholder Name \_\_\_\_\_

City, State/Prov \_\_\_\_\_ Zip/Postal \_\_\_\_\_ Signature \_\_\_\_\_ Security Code \_\_\_\_\_

**Purchase order attached.** P.O. Number \_\_\_\_\_

## SAMPLE CONSIDERATIONS

**Unsuitable sampling containers can cause misleading test results and may be unsafe when sampling hot fluids or fluids under pressure.** WearCheck recommends that you contact us and pre-purchase sample kits for your application and testing requirements. Kits can be assembled quickly and picked up at our location during normal business hours (8am – 4:30pm MON-FRI). If you still wish to take a sample without a proper sample kit then please use a clean, securely closed container suitable for the type of fluid.

Containers – DO NOT USE
Coffee Cups
Water Bottles
Food or Beverage Containers

Samples we DO NOT Analyze
Water
Gasoline
Soil
Sludge or unknown solids

Sample Type	Volume Required	Approximate Cost
Engine, transmission, etc.	100 ml	\$35 - \$150
Coolant, DEF	100 ml	\$50
Diesel Fuel	500 ml	\$150 - \$250
*Transformer Fluid	1 Litre	\$250 - \$500
**Turbine oil	1 to 2 Litres	\$85 - \$2000
Oil Filter	Max size 60cm x 20cm	\$250

\* - In order to monitor for potential arcing issues in transformer and insulating fluids, sample must be taken using a syringe fitted with a gas stopcock. WearCheck can provide suitable syringes.

\*\* - WearCheck offers a wide range of testing for turbine fluids, from routine analysis to full ASTM testing protocols.

## To Purchase Sample Kits / For Customer Support

For assistance in USA..... Phone 1-800-237-1369  
For assistance in Canada..... Phone 1-800-268-2131



You can also e-mail us at [info.sales@wearcheck.com](mailto:info.sales@wearcheck.com)

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**SINGLE USE FORM – DO NOT PHOTO-COPY**

# MACHINE / SAMPLE INFORMATION (Please staple your business card to this form)

**Please complete as much of the following information as you can.** Complete machine and sample information allows for a more concise and accurate assessment of your sample and a more detailed and accurate diagnosis of your sample results.

## SAMPLING PRECAUTIONS

- For best results, we suggest the following precautions when taking oil samples:
  - Take the sample (if possible) from the reservoir, while the system is in operation or just after shutdown.
  - If reservoir or main line has a test point, the fluid sample may be drawn from there, but enough fluid should be allowed to escape, to clear the test connection, before the actual sample is collected.
  - For sampling through a reservoir filter cap, breather or dip stick tube, use a clean syringe that has been thoroughly flushed with fluid from the reservoir, before collecting the actual sample.
  - Keep sample bottle clean and do not remove cap until you are ready to take sample. Recap bottle immediately after filling.
  - Take care not to confuse samples from different units.
  - Never take samples by loosening pipes or hose couplings.

## MOBILE / FLEET SAMPLE FORM

VEHICLE ID No.: \_\_\_\_\_ SERIAL No.: \_\_\_\_\_

VEHICLE MAKE: \_\_\_\_\_ COMPONENT MAKE: \_\_\_\_\_

VEHICLE MODEL: \_\_\_\_\_ COMPONENT MODEL: \_\_\_\_\_

COMPONENT (CIRCLE ONE): ENGINE / TRANSMISSION / P.T.O. / HYDROSTATIC / HYDRAULIC / GEARBOX / SWING / DIFFERENTIAL / FINAL DRIVE / PLANETARY / TANDEM / STEERING / BRAKES / OTHER \_\_\_\_\_

LOCATION (CIRCLE ONE): LEFT / RIGHT / FRONT / REAR

FILTER TYPE: ELEMENT / SCREEN / NONE SYSTEM OIL CAPACITY: \_\_\_\_\_

FILTER MICRON RATING: \_\_\_\_\_ BRAND & TYPE OF OIL: \_\_\_\_\_

ADDITIVE USED: YES / NO TYPE: \_\_\_\_\_

FUEL USED (CIRCLE ONE): DIESEL / GASOLINE / NATURAL GAS / LPG / PROPANE / OTHER \_\_\_\_\_

COOLANT TYPE (CIRCLE ONE): GLYCOL / INHIBITOR / WATER / AIR / OTHER \_\_\_\_\_

COMMENTS: (STATE IF SAMPLE TAKEN AS A RESULT OF FAILURE AND/OR ANY WORK PERFORMED) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SAMPLE DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TIME UNITS: HOURS / KILOMETERS / MILES / OTHER \_\_\_\_\_

TOTAL TIME ON UNIT: \_\_\_\_\_

TIME ON OIL: \_\_\_\_\_ CHANGED: YES / NO TOP UP AMOUNT: \_\_\_\_\_

TIME ON FILTER: \_\_\_\_\_ SERVICED: YES / NO

## FIXED PLANT EQUIPMENT SAMPLE FORM

UNIT ID: \_\_\_\_\_

SERIAL # \_\_\_\_\_

WORK ORDER # \_\_\_\_\_

SAMPLE TAKEN FROM: (CIRCLE ONE)

COMPRESSOR

HYDRAULIC

COMPRESSOR TYPE:  
CENTRIFUGAL/RECIPROCATING/ROTARY

GAS TYPE: \_\_\_\_\_

REFRIGERANT FLUID: \_\_\_\_\_

PUMP MAKE: \_\_\_\_\_

PRESSURE: \_\_\_\_\_

SYSTEM OPERATING TEMP: \_\_\_\_\_

FILTRATION: PRESSURE/RETURN/SUCTION

BEARING/REDUCTION GEAR / GEARBOX / PLANETARY / FINAL DRIVE / TRANSMISSION / TURBINE / FAN / BLOWER / PUMP / PAPER REFINER / CIRCULATING OIL / NEW UNUSED OIL / OTHER \_\_\_\_\_

UNIT MAKE: \_\_\_\_\_ SYSTEM OIL CAPACITY: \_\_\_\_\_

UNIT MODEL: \_\_\_\_\_ BRAND/TYPE OIL: \_\_\_\_\_

FILTER TYPE: ELEMENT / SCREEN / NONE VISCOSITY: \_\_\_\_\_

FILTER MICRON RATING: \_\_\_\_\_ ADD'L ADDITIVE USED: YES / NO TYPE: \_\_\_\_\_

COMMENTS: (STATE IF SAMPLE TAKEN AS RESULT OF FAILURE) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SAMPLE DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

TIME UNITS: HOURS / DAYS / MONTHS / YEARS

TOTAL TIME ON UNIT: \_\_\_\_\_

TIME ON OIL: \_\_\_\_\_ CHANGED: YES / NO TOP UP AMOUNT: \_\_\_\_\_

TIME ON FILTER: \_\_\_\_\_ SERVICED: YES / NO

## LABORATORY USE

Sample Number QR Code



Affix a ZZ sample number QR code to this form and provide the customer with the tracking QR code

Lab Sample Comments / Notes

RESULTS  English  French  
Email results to the following e-mail addresses;

\_\_\_\_\_

\_\_\_\_\_



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