



LABORATORY QUALITY MANAGEMENT SYSTEM

Q FORM SAMPLE SUBMISSION FORM (LET)

DOC: FOR-QFORM-18

AUTHOR:
RESEARCH
TECHNICIAN

REVISED BY:
QUALITY
CONTROLLER / LAB
LEAD

APPROVED:
TECHNICAL
MANAGER

EFF. DATE:
01 MARCH
2023

REV: 18

PAGE
Page 1 of
3

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OFFICE USE

23Q(L)	REFER TO Q-NUMBER:	REPORT WRITER	START TIME:	END TIME:	REPORT DATE
SAMPLING DONE BY:	CLIENT NAME:	PAYMENT TYPE:	ACCOUNT:	CASH/CARD/EFT:	QTET NR.:
	QMS EMP NAME:				PoP DATE.:
QTY OF SAMPLES TO BE PROCESSED:	IN-HOUSE:		OUTSOURCING:		
CAPABILITY AND RESOURCES AVAILABLE:	YES	NO	STATEMENT OF CONFORMITY REQUESTED:		YES
			DECISION RULE COMMUNICATED TO CLIENT:		NO

CLIENT USE

CLIENT / SENDER INFORMATION

NAME OF CLIENT / COMPANY:			
POSTAL ADDRESS:	TEL/CELL:		
	E-MAIL FOR RESULTS:		
ORDER NO.:	E-MAIL FOR INVOICE:		
NAME OF SENDER:	SENDER TEL/E-MAIL:		
PERSON SUBMITTING SAMPLE(S):	SIGNATURE:		

SAMPLE INFORMATION

QUANTITY OF SAMPLES:	SUBMISSION METHOD:	Hand	Courier	Other
DATE OF SAMPLING:	DATE SAMPLES SUBMITTED:			
TIME OF SAMPLING:	TIME SAMPLES SUBMITTED:			
TYPE OF SAMPLE(S)/ CROP:	SYMPTOMS OF SAMPLE(S):			

FOR LAB USE

SAMPLE SCHEDULE

DATE SAMPLE RECEIVED:	TIME SAMPLE RECEIVED:		
SAMPLE RECEIVED BY:	SIGNATURE:		
LAB TECH 1/ PROCESSOR:	DATE AND TIME PROC. STARTED:		
LAB TECH 2/ EVALUATOR:	DATE AND TIME EVAL. ENDED:		
QTY OF SAMPLES PROCESSED:	QTY OF TESTS DONE:		

ADDITIONAL INFORMATION

PROCESS DATE	PROCESS	PROCESSOR

PHOTO NAME

Laboratory Check:



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PAGE
Page 2 of
3

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ANALYSIS REQUEST

PLANT DISEASE IDENTIFICATION

CODE	TEST DESCRIPTION	METHOD	QTY
CBSC	CBS DISC COUNTS	SOP-DOCBS	
KCDI	KIM COUNTS	SOP-DOCBS	
CBSI	CBS ISOLATION & IDENTIFICATION		
CBSR	CBS ISOLATION & BENOMYL RESISTANCE		
FBDI	FUSARIUM BAITING		
NPSTX	<i>P. SYRINGAE</i> & <i>XANTHOMONAS</i>	SOP-DIDOP	
	ISOLATION		
	FRUIT		
	LEAF		
	STEM		
	ROOT		
	OTHER		
DIB	BACTERIA	SOP-DIDOP	
DIF	FUNGI		
	SERIAL DILUTION		
	SOIL		
	WATER		
	OTHER		
SD	FUNGI & BACTERIA	SOP-DIDOP	
DIVE	DISEASE IDENTIFICATION – VISUAL EVALUATION		
DIRF ¹	DISEASE IDENTIFICATION-RESEARCH FEE	NA	

¹ Please note a once-off research fee is included with all disease identification, isolations and serial dilution analysis.

PHYTOPHTHORA AND PYTHIUM ANALYSES

CODE	TEST DESCRIPTION	METHOD	QTY
	PHYTOPHTHORA & PYTHIUM		
	PLANT		
	MEDIUM/SOIL		
	WATER		
NPP	CITRUS NURSERY	SOP-ISPLL; SOP-ISPSB & SOP-ISPSB	
PP	OTHER	SOP-ISPSB	

NEMATODE ANALYSES

CODE	TEST DESCRIPTION	METHOD	QTY
NEMC	NEMATODES – CITRUS	SOP-ISNCC	
NEMR	NEMATODES – ROOTS	SOP-ISNCC	
NEMS	NEMATODES – SOIL	SOP-ISNCC	
NEMRS	NEMATODES – ROOTS & SOIL	SOP-ISNCC	

MOLECULAR DIAGNOSTICS

CODE	TEST DESCRIPTION	METHOD	QTY
DASVD49	QPCR AVOCADO SUNBLOTCH VIROID (1-49)	SOP-AVOSB	
DASVD100	QPCR AVOCADO SUNBLOTCH VIROID (50-100)	SOP-AVOSB	
DASVD101	QPCR AVOCADO SUNBLOTCH VIROID (>100)	SOP-AVOSB	
DASVDR	QPCR AVOCADO SUNBLOTCH VIROID - RETEST	SOP-AVOSB	
DCBS	QPCR CBS IDENTIFICATION	SOP-GCITD	
DLMD	QPCR <i>L. MONOCYTOGENES</i> QUALITATIVE	SOP-LISTD	
DSAD	QPCR <i>S. AUREUS</i> QUALITATIVE		
DSSD	QPCR <i>SALMONELLA</i> SPP. QUALITATIVE	SOP-SALMD	

HYGIENE MONITORING

CODE	TEST DESCRIPTION	METHOD	QTY
	COLIFORM, <i>E. COLI</i> & HPC		
	DRINKING		
	GROUND		
	SURFACE		
MBW	WATER (≤5)	SOP-WATRM	
MBW5	WATER (>5)		
MBA	AIR SAMPLES – FUNGI, YEAST & BACTERIA	SOP-SPCMA	
SMB	SURFACE SWABS – FUNGI, YEAST & BACTERIA	SOP-SPCMA	
MBS	COLIFORM, <i>E. COLI</i> & HPC-SURFACE (≤5)	SOP-HANDM	
MBS5	COLIFORM, <i>E. COLI</i> & HPC-SURFACE (>5)	SOP-HANDM	
MBH	COLIFORM, <i>E. COLI</i> & HPC-HAND (≤5)	SOP-HANDM	
MBH5	COLIFORM, <i>E. COLI</i> & HPC-HAND (>5)	SOP-HANDM	
MBF	FOOD MICROBIOLOGY (≤5)	SOP-FOODM	
MBF5	FOOD MICROBIOLOGY (>5)	SOP-FOODM	

Laboratory Check:

