



SLW Sample Submission Instructions

Once logged into the client portal, please follow these instructions to submit your sample(s):

1. Create a **New Order** for the sample(s) you have ready.
2. Select **R&D** and which Priority Service (Rush or Standard) you are looking for.
3. Select **Next** and continue onto the next page where you will **Add a New Sample**.
4. On the next page, enter in the Sample Name, Matrix, Batch Number (can be N/A if not applicable) and so on.
 - a. If the tests you need fall under the test packages we offer, you will find that in the Package box (i.e. potency + pesticide, potency + pest + microbial imp., pest + mycotoxins, etc.)
 - b. If those do not apply to you, leave the Package selection blank – Continue by pressing **Submit** on the bottom and on the next page you can add our individual tests one by one.
 - c. To add individual tests, locate the small down arrow under the grey bar.
 - d. Click **Add** on the right *after* selecting each individual test so a price appears.

** If you have other samples, select **Add Another Sample** on the bottom of that page and keep repeating step #4.

** The last step is to print the corresponding Chain of Custody form for your order. This would be brought in/attached with your sample(s) as the necessary paperwork.

1. Click the Orders tab at the top.
2. Click on the blue link to the left that has a 20COCxxxx ID. Once that takes you to the next page, locate the **Print COC** option at the bottom.
3. Print off that form and make sure to *sign and date* it under the Chain of Custody Signature Record line.

** Your entire order is self-saving and is locked once entered. If you have amendments that need to be made to your order, please contact info@sonomalabworks.com or (707) 757-7757.