

# Sample Instructions

## Sampling and Labeling

- Extract the sample(s) using the sample bottle provided or appropriate sample pale(s)
- Using a black felt pen, complete the label provided and place it on the sample.
  - If you do not have any labels please download the template at:  
<http://www.stepenergyservices.com/what-we-do/chemical-lab-solutions>
- Ensure to record the date and time that each sample is collected on the field log
- Record as much information about the Client, Well information and sample source type as possible on the field log.

## Shipping and Handling

- Ensure the lid on the sample is secured and sealed with electrical tape
- Include the completed sample log sheet with the shipped samples and email the sample log sheet to:  
[fieldsample@step-es.com](mailto:fieldsample@step-es.com)
- Ship the box of samples with the sample log sheet to the STEP office listed below
- If repeat samples are required, ensure the empty sample bottles, labels and field log sheets are passed onto to the correct field professionals

## Questions and Concerns

For any questions or concerns please contact:

**The on call professional**, Laboratory Services – STEP Energy Services

Phone: (587)-393-6399

Email: [fieldsample@step-es.com](mailto:fieldsample@step-es.com)

### Service Centre GPS Coordinates:

N/W	Degrees	Minutes	Seconds
N	55°	14'	18.471 "
W	118°	48'	11.08 "

### Shipping Address:

STEP Energy Services  
10202 88 Avenue  
Clairmont, AB T0H 0W0  
(780) 830-0684

