

<b>Report To:</b> Company: _____ Contact: _____ Address: _____ Phone: _____ Email: _____ CC To: _____			<b>Invoice To:</b> Company: _____ Contact: _____ Address: _____ Email: _____ PO#: _____ Project: _____ Stn. / Site: _____ Sampler: _____				<b>Analyses Requested:</b>													
LAB USE	SAMPLE IDENTIFICATION	DATE SAMPLED YYYY-MM-DD	EQUIPMENT INFORMATION				TP #1 (AN, Colour, DBV, IFT)	TP #2 (DGA, Water)	TP #3 (DGA, Water, Furaldehyde Screen)	TP #4 (AN, Colour, DBV, IFT, PF)	TP #5 (AN, Colour, DBV, IFT, PF, DBPC)	TP #6 (AN, Colour, DBV, IFT, DBPC)	Polychlorinated Biphenyls (PCB)	Sulphur Hexafluoride (SF6)						
			Location	Designation	Manufacturer	Serial #														COMMENTS

NOTES / COMMENTS	<b>CONDITION RECEIVED</b> <input type="checkbox"/> CONTAINERS INTACT <input type="checkbox"/> CORRECT CONTAINERS <input type="checkbox"/> LABELS APPLIED  PACKAGE QTY: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:25%;"> </td><td style="width:25%; text-align:center;">SUBMITTED BY</td><td style="width:25%; text-align:center;">RECEIVED BY</td><td style="width:25%;"> </td></tr> <tr><td style="height:30px;">NAME / SIGNATURE</td><td> </td><td> </td><td> </td></tr> <tr><td style="height:30px;">AFFILIATION</td><td> </td><td> </td><td> </td></tr> <tr><td style="height:30px;">DATE / TIME</td><td style="text-align:center;">_____ YYYY - MM - DD HH : MM</td><td style="text-align:center;">_____ YYYY - MM - DD HH : MM</td><td> </td></tr> </table>		SUBMITTED BY	RECEIVED BY		NAME / SIGNATURE				AFFILIATION				DATE / TIME	_____ YYYY - MM - DD HH : MM	_____ YYYY - MM - DD HH : MM		<b>RESULTS REQUIRED BY</b>  <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">YYYY – MM – DD HH : MM (SURCHARGES MAY APPLY)</p>
	SUBMITTED BY	RECEIVED BY																	
NAME / SIGNATURE																			
AFFILIATION																			
DATE / TIME	_____ YYYY - MM - DD HH : MM	_____ YYYY - MM - DD HH : MM																	

## SAMPLING GUIDE:

#	Test	Method	Amount
1	Acid Number (AN)	ASTM D664	30 mL
2	Dielectric Breakdown Voltage (VDE, 1 mm gap)	ASTM D1816	500 mL
3	Colour (ASTM Visual Scale)	ASTM D1500	30 mL
4	Viscosity (Kinematic)	ASTM D7042	30 mL
5	Oxidation Inhibitor (DBPC) in Insulating Oil	ASTM D4768	20 mL
6	Density (Digital Meter)	ASTM D4052	20 mL
7	Dielectric Breakdown Voltage (VDE, 2 mm gap)	ASTM D1816	500 mL
8	Dielectric Breakdown Voltage (Disk Electrodes)	ASTM D877	500 mL
9	Dissolved Gas in Insulating Oil Analysis (DGA)	ASTM D3612	50 mL
10	Gassing of Insulating Oils	ASTM D2300B	20 mL
11	Interfacial Tension	ASTM D971	30 mL
12	Oxidation Stability (Rotating Bomb)	ASTM D2112	50 mL
13	Oxidation Stability (Sludge and Acid)	ASTM D2440	70 mL
14	Metals in Insulating Oil (ICP)	ASTM D7151	20 mL
15	Moisture Content of Oil-Impregnated Cellulosic Insulation	ASTM D3277	1 g
16	Furanic Compounds in Insulating Oil (HPLC)	ASTM D5837	20 mL
17	Fural Screen Test	Proprietary	20 mL
18	Particle Count in Insulating Oil	ASTM D6786	200 mL
19	PCB in Insulating Oil Analysis	ASTM D4059	20 mL
20	Power Factor at 100°C	ASTM D924	100 mL
21	Power Factor at Temperature other than 25°C/100°C	ASTM D924	100 mL
22,23	Water in Insulating Oil	ASTM D1533	20 mL
24	Sulfur Hexafluoride and Decomposition Products	ASTM D2685*	150 mL
25	Degree of Polymerization	ASTM D4233	0.5 g
26	Flash Point	ASTM D92	30 mL
27	Power Factor at 25°C and 100°C	ASTM D924	100 mL
28	Corrosive Sulphur	ASTM 1275B	300 mL
29	Visual Examination of Used Electrical Insulating Oils	ASTM D1524	30 mL
30	Moisture Content in Sulphur Hexafluoride Gas	Proprietary	150 mL
31	DBDS in Insulating Oil	Proprietary	20 mL
32	Total Sulphur in Insulating Oil	ASTM D5185	20 mL
33	Dicyandiamide in Paper	Proprietary	0.5 g
34	DC Res (25°C or 100°C)	ASTM D1169	100 mL
35	Pout Point	ASTM D97	100 mL
36	Oil Scan	Proprietary	20 mL
38	Corrosive Sulphur – Copper and Silver strips	ASTM D1275B*	300 mL
39	Volatiles in Insulating Oil	Proprietary	20 mL
40	Fire Point (in conjunction with Flash Point)	ASTM D92	30 mL
41	Sulphur Hexafluoride (SF6) in Oil	Proprietary	20 mL
42	Stray Gassing	ASTM D7150	300 mL

### Notes:

- Glass syringes for DGA and Plastic 1 L bottles for are supplied at no charge
- Contact Powertech for analyses not listed
- Appropriate labels will be supplied with all containers
- Except for Syringes, fill containers 80-90% full. Tighten cap securely
- For more information, please contact Weili Kang at 604-590-7402

## TERMS AND CONDITIONS:

#	Item
1	Terms and conditions are subject to change without notice.
2	A completed CoC must be submitted with all samples – if assistance is required, please contact the lab prior to sample submission.
3	New Clients must provide valid credit card information before Powertech initiates testing. A credit application may be completed for subsequent submissions. If approved, payment terms are net 30 days.
4	Entire risk for loss or damage to samples remains with the Client at all times prior to sample acceptance. Powertech Labs assumes no responsibility or liability for any third-party carrier shipping or delivery of any sample to or from Powertech Labs.
5	The client must disclose known or suspected hazardous substances. Where disclosure is not made and Powertech Labs' business is impaired, the client is liable for incurred costs, including but not limited to cleanup and disposal. A surcharge may be applied for handling hazardous materials.
6	Once received, all samples become the property of Powertech and will not be returned unless requested by either party.
7	An electronic confirmation will be emailed – please review and indicate if changes are required within 24 hours of receipt.
8	Powertech has the right to refuse testing due to insufficient sample volume, perceived health risks, or compromised holding time.
9	Prices quoted are for standard turn-around-times (typically 5-7 days) unless otherwise specified. TATs are quoted in business days. Samples received past 3:00 pm, or on weekends or statutory holidays begins the next business day. Rush surcharges will be applied for shorter TATs. The actual surcharge is based on report delivery.
10	Prices quoted do not include applicable taxes and other fees.
11	A minimum charge of \$75 will be applied to all invoices.
12	Powertech is ISO 17025 accredited by the Standards Council of Canada (SCC) for specific tests listed on its Scope of Accreditation, which is listed on the SCC website.
13	In no event shall Powertech Labs be liable for any consequential, indirect, incidental, special, exemplary, or punitive damages incurred by the Client. The liability of Powertech Labs is limited to the cost of requested testing, and to the Client only.
14	Powertech Labs reserves the right to subcontract services to another laboratory if deemed necessary. Powertech Labs will not be held liable for the service provided by the subcontractor, including but not limited to sample shipment, testing turn-around-time or incurred additional costs.
15	In the event that Powertech Labs is required to respond to legal process related to Services provided to Client, Client agrees to reimburse Powertech Labs for expenses incurred in preparation for and defense of Powertech Labs' work.
16	Re-tests initiated by the client will be billed at full price if the result is confirmed, i.e. within the test method uncertainty.
17	Samples will be discarded 60 days after transmission of the final report unless agreed to otherwise. Powertech has the right to charge a fee for extended sample storage.
18	A charge may be applied to certain items that are not returned.

## STANDARD TURN-AROUND-TIMES

TAT	Surcharge
5-10 days	0%
2-3 days	50%
24 hours	100%