

Your County Code: _____

<https://www.rs.uky.edu/home/>

Division of Regulatory Services – Submitting Samples to the Soils Lab

Collecting Samples

What container to use

Sample Type	Container	Notes
Soil	Bag	Fill to line.
Animal Waste	<i>Liquid</i> – 500 ml bottle & 1 gallon Ziploc <i>Solid</i> – Double bag using 1 Quart Ziploc	Sample bottles are filled 1/2-half full with liquid manure. Bottle is then placed in a gallon size Ziploc bag. *Ziploc bags are not supplied by our lab
Water	250 ml Bottle	
Soilless Media	Use Soil Sample Bag	This test requires more material than a soil test so fill the bag as full as possible
Mine Spoils	Use Soil Sample Bag	
Plant Nutrient Analysis	Use Plant Tissue Bag, paper bag or cardboard box.	Do not use plastic because it degrades the sample.
* Order supplies using the form available in the Extension Toolbox		

Identification on sample container:

- ◇ Client's name
- ◇ Owner Sample ID
- ◇ Three-digit County Code
- ◇ Four-digit County Sample Number

Note: The KERS Soil Testing program generates sample numbers for you. We recommend you use a similar but different numbering scheme when submitting samples not entered through the program.

Paperwork to accompany the sample:

Important check - Make sure the four-digit County Sample Numbers on the sample containers match the numbers on the packing slip.

Soil Tests (submitted through KERS Soil Testing)

- ◇ The program will print a packing slip to mail with samples.

Note: The packing list may be multiple pages, depending on the tests ordered.

Animal Waste, Irrigation Water, Soilless Media & Plant Nutrient Analysis (submitted using a paper form)

- ◇ A submittal form should accompany each sample. Forms are available on our [forms page](#).

Shipping Samples

- ◇ Where should you mail or deliver your samples? The tests ordered will dictate where the sample should be sent. Our [price list](#) shows your options.
- ◇ All boxes should contain a packing slip. A blank packing slip is available in the [Extension Toolbox](#).
- ◇ Each shipping box should include the packing slip for **only** the samples in the box.
- ◇ **Make sure the County Sample Numbers on the sample containers match the packing slip.**
- ◇ Make sure there is plenty of padding in the box to keep the samples stationary. Shipping boxes are available from the lab; order them using the form available in the [Extension Toolbox](#)
- ◇ Use Ziploc bags to double bag animal waste. Do not use plastic bottles for solid animal waste.

Reports

Soil Tests (submit through KERS Soil Testing)

- ◇ Extension agents receive an email from KERS Soil Testing when reports are ready for review.

Animal Waste, Irrigation Water, Soilless Media & Plant Nutrient Analysis (submit using a paper form)

- ◇ The report is sent to the County Extension Office via email.
- ◇ Water and Soilless media reports are emailed to the County Office. The report is also sent to the Horticulture Department where a specialist will add recommendations and resend the report.

Billing

- ◇ Itemized invoices are sent quarterly via email.