INHART LABORATORY	Ref. No.	IH-OPE-F07C
	Revision No.	1
Laboratory Booking Form (GC-TOF/MS)	Effective Date	08/09/2021
	Page	1 of 1

Booking No:
IH-LBF-

Applicant Information	
Supervisor Name:	
Student Name :	Staff/Matric No:
Study level/ Position:	Contact No:
Dept./Company/Institute:	Email address:

Booking Information		
	Booking Date (to be determined by Officer)	
	From	**To**
Date		
Time		

Information on Equipment (fill if any identification number i.e. serial number etc.)	
1	
2	

Method of Work/ Parameters	**Description of Samples:**		
Solvent delay: **Initial temperature:** 1) 3) 2) 4) **Total run time:** ***Please attach reference method from journal/ articles (if applicable)***	**No. of sample:** **No. of run: single, duplicates, triplicates**		
	Status: **Please circle relevant column**	**Sample received**	**Sample NOT received**

Notes:
All applications for booking must be reach the INHART Lab at least **3 days prior to the date requested.*
****Analysed samples** must be collected by the customer within **3 days after receiving the result**, if not, the samples will be disposed.*

I have read, understand and will abide the laboratory rules and safety regulations and shall be responsible for any equipment used and lab security during my presence.

Requested by :	Recommendation by (Supervisor/Lecturer):
Name :	Name :
Date :	Signature:
Signature	Stamp:

Remarks

For Office Use Only	
Approved by (Science Officer)	**Person in Charge (Lab Assistant)**
Name : Signature : Stamp :	Name : Signature & stamp : Date :
Run By :	

Quote No.:
Memo No.: