



# Sample Testing Service

3208 Throckmorton Hall  
Kansas State University  
Manhattan, KS 66506

Rebecca Miller, Director  
beckym@ksu.edu  
(785) 532-6194

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## Sample Preparation

Sample size requirements for each test are listed in the fee schedule.

Place each sample in an individual container and seal securely. Double bagging is recommended, especially for samples packaged in plastic bags which tend to break open during shipping.

Clearly label each sample. Adhesive labels do not stick well to some containers or bags and may come off during shipping. If using adhesive labels, it is recommended that a paper label also be placed inside the package.

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## Sample Submission Form

Print and completely fill out the sample submission form. Samples will not be evaluated if sufficient contact and billing information is not provided. Only one form is required per shipment.

Clearly list all samples submitted and all tests requested for each sample. Enclose the completed sample submission form in the shipping package with the samples. In cases where samples are not being sent directly by the individual requesting the evaluation, the sample submission form may be sent by e-mail to [beckym@ksu.edu](mailto:beckym@ksu.edu).

Samples and shipping containers will not be returned.

Samples will be held for one month after analysis then discarded.

## **Shipping**

Ship samples to:

Wheat Quality Laboratory  
3208 Throckmorton Hall  
Kansas State University  
Manhattan, KS 66506  
Attn: Rebecca Miller

(785) 532-6194

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## **Analysis Time**

Analysis time varies depending on the test requested and lab workload. Samples will be evaluated as quickly as possible.

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## **Data Reporting**

Results will be sent by e-mail to the person(s) listed on the sample submission form. Hard copies are available upon request.

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## **Repeat Analysis**

Recheck of results will be performed at the customer's request. If the original results are confirmed, an additional charge will be incurred. Rechecks must be requested within 1 month of receiving data.

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## **Billing**

Invoices will be sent upon completion of the testing from the Department of Grain Science accounting office. Please include PO numbers and any special billing instructions on the sample submission form.