



## SAMPLE COLLECTION

### Taking a Hay Sample

1. To get a representative sample, use a hay probe (bale core) and insert it at least 18 to 24 inches into the bale.
2. **Square bales:** select a minimum of 20 average-looking bales for coring. Collect a core from each bale by probing into one end of the bale at right angles to the surface. Combine the cores in a bucket and mix thoroughly to fill a one-gallon plastic zip-lock bag.
3. **Round bales:** select a minimum of 10 representative bales and collect two cores from the circumference of each bale. Because round bales are normally stored outside and subjected to weathering, remove the outer layer before sampling. Combine the cores in a bucket and mix thoroughly to fill a one-gallon size plastic zip-lock bag.
4. Label each bag with your name, location, date, address, and type of forage. Also include the sample information inside the bag if the sample is completely dry. For wet samples such as baleage/haylage or silage, please overnight the sample early in the week.

For more detailed information on collecting a hay sample, contact your local county extension office or refer to Publication 2895 in MSUCares.com



## MISSION STATEMENT

The mission of the MSCL is to provide the analytical data to ensure the quality, accurate labeling, and safety of all human foods, fertilizers, animal feeds, pesticides, and petroleum products sold in the State of Mississippi. Analyses are routinely performed to supply information required for regulatory action by the Mississippi Department of Agriculture and Commerce (MDAC), Bureau of Plant Industry (BPI), and other regulatory agencies for the State. Under Mississippi's amended Food Law of 1997, the MSCL has been given primary responsibility for providing chemical, physical, and microbiological analytical services in support of food regulatory programs.



## MISSISSIPPI STATE CHEMICAL LABORATORY



## NFTA Certified Forage Testing Program



310 President's Circle  
1145 Hand Lab  
Mississippi State, MS 39762  
662-325-3324

<http://www.mscl.msstate.edu>



1145 Hand Lab  
310 President's Circle  
39762  
P: (662) 325-3428  
F: (662) 325-7807  
info@mscl.msstate.edu

	F-004-Forage	Page 1 of 3
	Title: MSCL Chain of Custody Report and Sample Submission Form for Forage Analysis	
	Effective Date: April, 2024	Revision: 1.0

SUBMITTER INFORMATION		STANDARD ANALYSIS	
NAME/CONTACT		Dry Matter (DM), Crude Protein (CP), Acid & Neutral Detergent Fiber (ADF, NDF), Fat, Total Digestible Nutrients (TDN), Relative Forage Quality (RFQ), Calcium (Ca), Phosphorus (P), Potassium (K), and Magnesium (Mg).	
COMPANY			
EMAIL		<b>PREFERRED PAYMENT (3 Day Turn-around-time)</b>	
PHONE		CREDIT CARD	<input type="checkbox"/> (2.8% Fee)
ADDRESS		CHECK	<input type="checkbox"/> (#):
CITY, STATE, ZIP		MONEY ORDER	<input type="checkbox"/> (#):
REPORT TO		BANNER (MSU)	<input type="checkbox"/> (#):
		PURCHASE ORDER	<input type="checkbox"/> (#):

*\*If e-mail address is provided, results are to be sent via e-mail unless otherwise stated by submitter.*

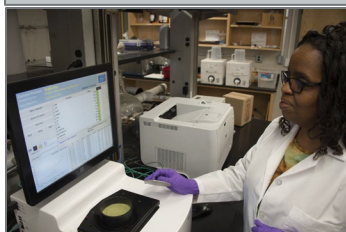
SAMPLE INFORMATION						
UNIQUE SAMPLE ID (i.e. Location, product name, batch number)	SAMPLE TYPE (i.e. Mixed Hay)	SAMPLE CODE** (i.e. 3)	PRODUCT NAME (i.e. Summer Mixed)	PRODUCT CODE**	MIXED SAMPLES (Does Sample contains more than 50% legume)	LIMS ID (Completed by Lab Personnel)
West Field (Example)	Mixed Hay	3	Summer Mixed	21	No	#####

**\*\*Please see page 3 for information on sample and product code. \*\***

COMMENTS/NOTES		CHAIN OF CUSTODY (Completed by Lab Personnel)	
		Received By:	
		Relinquished By:	
		Received By:	
		Relinquished By:	
		Received By:	
		Relinquished By:	
Receipt Temperature (C°):			

**\*\*\*Please see page 2 for further information and sign to relinquish samples to the MSCL. \*\*\***

## SAMPLE ANALYSIS



- Standard analysis by NIR should be reported within 3 working days from when the sample is received. (\$20.00 per sample)
- Wet chemistry is available. Please see website for prices and turn-around-times. (<http://www.mscl.msstate.edu>)



## SUBMISSION INFORMATION

- Visit website to printout a full size submission form.
- Contact the lab if you require any assistance.
- Mail the form and sample along with payment. No results will be released until payment has been secured.
- If you are planning to send large numbers of samples, please call so arrangements such as a quote can be made.

## SUBMISSION CODES

Sample Type	Sample Code
Baleage/Haylage	1
Green Chop	2
Mixed Hay	3
Pasture	4
Pure Hay	5
Silage	6
Product Name	Product Code
Alfalfa	10
Annual Ryegrass	11
Bahiagrass	12
Bermudagrass	13
Cereal Rye	14
Clover	15
Corn Silage	16
Crabgrass	17
Forage Soybean	18
Legume Misc.	19
Millet	20
Misc. Summer Mixed	21
Oats	22
Sorghum Forage	23
Tall Fescue	24
Wheat	25
Winter Mixed Grass	26



F-004

Page 2 of 2

Title: MSCL Chain of Custody Report and Sample Submission Form

Effective Date: August 10, 2022

Revision: 1.4

Replaces: 1.3

## LIMITATIONS OF LIABILITY

Mississippi State Chemical Laboratory (MSCL) performs analytical services with reasonable care and diligence standard to the analytical laboratory industry. In the event of an error or material deficiency in the performance of its duties, the discretion and exclusive responsibility of MSCL shall be to again perform the laboratory analysis at its expense. MSCL shall have no liability whatsoever. Any claims of error or material deficiency in the performance of its duties are to be reported to MSCL within thirty (30) days of discovery, but no later than one (1) year from the date of performance of the analytical services. In no event shall MSCL be liable, whether in contract, in tort or otherwise, for any incidental, consequential or special damages, including but not limited to damages in any way connected with the use or interpretation of analyses and additional information provided by MSCL. Our representation for the work is limited to the accuracy of analyses of samples as received. We assume no responsibility for the purposes for which the client uses the test results, nor liability for any other warranties, expressed or implied, including warranties of fitness for a particular purpose or for merchantability made by the client. Results relate to the specific items tested, the accuracy of the information provided, and as the samples are received. The Report of Analysis provided is considered a simplified report; Measurement of Uncertainty, Detection Limits and Analysis Date are available for each test upon request. These terms and conditions shall supersede any conflicting terms and conditions stated on any purchase order, or other order of work submitted by the client. Without prejudice to the foregoing, MSCL liability is controlled by Sections 11-46-1, et seq., Mississippi Code.

## DISCLAIMER AND ASSUMED CLIENT RESPONSIBILITY

Except as provided above, MSCL has provided no expressed or implied warranty of merchantability or fitness for any particular purpose concerning the services and related reports furnished by MSCL.

All samples must be submitted with a completed and properly executed Chain-of-Custody/Sample Submission Form (COC/SSF) record. The COC/SSF record should be filled out in ink. In addition to name, address and contact information, additional information that must be included on the COC/SSF form in order for it to be considered complete includes:

For all submitted samples:

1. Samples must be received in the appropriate containers referenced in WS-118 Sample Submission Guide and be in good condition without any visible signs of damage or contamination.
2. Sufficient sample volume must be received within the holding time defined by the regulatory agency, to perform the analyses/methods requested.
3. All samples and sample containers must be properly labeled with a sample ID (limited characters), sample date and time for each sample and sample container and be in agreement with the COC/SSF record.
4. Sample labeling must be completed using waterproof labels and permanent ink markings.
5. Environmental samples require thermal preservation. Temperature for sample shipment/storage should be 2-60 °C (36-140°F) . It is the responsibility of the person collecting and packaging the samples to make sure the temperature requirements are met.
6. Please note on the COC/SSF if samples may be hazardous or highly contaminated.
7. Sample name should be one you wish to see in the final report.

**HAZARDOUS SAMPLE DISPOSAL FEE:** Samples that require special handling and disposal will be assessed a charge based on sample size and NFPA codes and regulations.

**Note:** Samples not submitted in accordance with the above procedures are required to be "flagged" by detailing the discrepancy on the final report in accordance with accreditation requirements.

**\*\*By signing below I understand that I am relinquishing the samples to the MSCL and accept the terms and conditions.**

---

Signature

---

Date

---

Time