

PROCESS WATER SUBMISSION GUIDE

GETTING STARTED

STEP ONE

Visit www.NQACDublin.com and click "Submit Samples" or <https://nqacdublin.com/submitsamples/>. Next, click on "Process Water" along the top of the page.

ADD SAMPLES & TESTS

STEP ONE

NQAC Customer ID* <input type="text"/>	PO / Reference # <input type="text"/>
Submitter Email* <input type="text"/>	Email CC'S For Final Report - Use semicolons (;) to separate multiple addresses <input type="text"/>
Project Description <input type="text"/>	
Company <input type="text"/>	Address* <input type="text"/>
Address 2 <input type="text"/>	City* <input type="text"/>
State* <input type="text"/>	Zip/Postal* <input type="text"/>
Country* Select your country <input type="text"/>	Phone Number* <input type="text"/>

- A. Insert your NQAC Customer ID # into the **NQAC Customer ID** field. This is required for results reporting and billing.
- B. The **Submitter Email** will be used for any questions related to the submission and is required.
- C. The **Project Description** field is not required for successful processing. This field can be used to designate how the subject line of the final report email will be titled for ease of receipt and organization.
- D. The **PO/Reference #** is not required for successful processing. This field can be used to supply any information that needs to be included on the invoice.

If at any point in time you need assistance while submitting samples use the "Customer Support" button in the top right corner of the screen to be directed to NQAC Dublin Customer Service

ADD SAMPLES & TESTS CONTINUED...

E. The **Email CC's for Final Report** field is to be used to include any conditional report recipients outside of the automatic distribution list tied to the NQAC Customer ID #.

F. Fill in your **Company, Address (location number, city, state and zip code), Country and Phone Number** information. These fields are required as they will be used for shipping your sampling materials.

STEP TWO

A. Select **Which Market Applies to your Facility** from the drop down menu. This is required and will provide options for testing selection.

a. Unless your facility follows regulations for both the USA and Canada, you will choose either USA or Canada.

Which Market Applies to your Facility?*

B. Select the **Water Type** from the drop down menu. This field is required for successful processing and is the testing that will be registered in the system.

a. If you need the full package testing, the Process Water option will be selected.

b. If you need custom testing, the Misc. option will be selected.

c. ***For USA only***, if you need Lab DI Water testing, select this option.

Water Type*

C. Select the **Water Source** for your facility.

a. For Process Water or Misc. testing, choose either City or Well from the drop down menu.

i. If Well is chosen, an additional field will populate for its Identification

b. For Lab DI Water testing, choose Lab

Water Source*

Well ID (if applicable)

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ADD SAMPLES & TESTS CONTINUED...

D. Choose the **# of Samples** being registered for testing.

Samples*

a. Based on the number of samples selected, corresponding fields will populate for each **Sampling Point**. Insert the description of each location that will be sampled.

Sampling Points (Sample ID or Source Description)*

1

IMPORTANT: Please make note of your sample descriptions and locations. The sample information filled out above and the information that will be filled out on the Chain of Custody forms arriving with the sampling materials must match each other. If any issues arise, your results run the risk of being delayed. Please refer to the Sample Received notification to confirm accuracy and resolve any discrepancy prior to result report.

STEP THREE

A. Click

Submit

ORDER CONFIRMATION

STEP ONE

Your water analysis request has been successfully submitted.

You will receive an email shortly with your submission paperwork.

[Return to NQAC Website](#)

[Start a New Submission](#)

A. A copy of the web submission will be emailed to the designated web recipients.

B. You do not need to inform NQAC Dublin that your request has been submitted as we will be automatically notified upon its completion. Our Customer Service team will then be in contact with the required individuals to instruct on the next steps of the process.

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ORDER CONFIRMATION CONTINUED...



P W 2 4

555555-5 -

Ship Samples(s) To: NQAC Dublin | 6625 Eiterman Road - Dublin, OH 43016



Order Number	PW24
NQAC Customer ID	555555-5
Submitter Email	
CC's for Final Report	
PO/Reference #	12345
Project Description	This is a test
Company	NQAC Dublin
Address	6625 Eiterman Rd.
Address	
City	Dublin
State	Ohio
Zip/Postal	43016
Country	USA
Phone Number	614526
Market	USA
Water Source	CITY_SOURCE
Water Type	EXT_PROCESS_H2O
Well ID	
Testing Description	
Sample 1	Sludge water
Sample 2	Pond water