

FA-ST Fluid Sampling Instruction Manual

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To ensure that fluid samples are taken correctly and the laboratory logs samples correctly on current trend lines if applicable please follow the following methodology to ensure sampling is carried out correctly and accurately.

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INSTRUCTIONS FOR DIESEL FUEL SAMPLING

When taking diesel sample to ensure that samples are representative of the bulk storage tank (tanks over 10,000) litres it is important that at least 2 samples are taken from each tank. For smaller tanks a single sample will suffice just follow Sample 1 instructions.

Sampling Kits:

Each kit contains a 60ml sampling bottle and a re-sealable poly bag which is for the bottle when filled. There are 2 ID labels, one for the bottle and one for all the relevant information.

SAMPLE 1: Measure the tank fuel level and take the first sample from the **TOP** 30% of fuel layer. Fill the bottle, rinse and empty contents into a waste container then refill the bottle. This sample will give a representation of the bulk of the fuel.

SAMPLE 2: This sample must be taken from the **BOTTOM** of the tank.

Fill the bottle and rinse and empty contents into a waste container.

This sample will determine any issues with water and particulate contamination that may be settled on the tank bottom.

PUT THE LARGE ID LABEL OUTSIDE OF THE SMALL POLY BAG

Fill out the labels BEFORE sampling to ensure that you do not mix up the samples. (See section "how to fill the ID slips" for any questions).

Each kit is individually packed BUT they can all be returned in one package using one of the PRE-PAID FREE POST address labels. Just take to any Post Office.

Alternatively, you could send by carrier at your own cost.

If FA-ST engineers have taken the sample, then they will transport the samples to the laboratory as part of the service.

Tubing: For larger tanks longer tubing lengths and tank bottom samplers can be purchased from FA-ST to allow for easier sampling of tank bottoms. Alternatively, to reach the tank bottom tubing can be fasten to either a dipstick or rod.

Sampling Pump: Remove the bottle cap and screw the bottle on to the pump. Insert the tubing through the pump head unit it just appears in the head of the bottle and then tighten the crew to grip the tubing. Lower the tubing into the fuel to the desired level and then give 3 good strokes of the pump to create a vacuum to draw up the fuel. You may need to give further strokes to fill the bottle to the neck.

As the fuel reaches the bottle neck release the black screw to allow air to vent and release the vacuum.

For any advice or if you have any questions regarding the sampling procedure etc. please contact FA-ST on 01246268900 and one of our team will gladly help.

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INSTRUCTIONS FOR OIL SAMPLING

When taking a lubrication oil sample to ensure that samples are representative of the system the following steps should be taken. FA-ST recommend using the vacuum sampling pump method to extract samples and the following is best practice to ensure quality samples are taken using this method.

Sampling Kits:

Each kit contains a 60ml sampling bottle and a re-sealable poly bag which is for the bottle when filled. There are 2 ID labels, one for the bottle and one for all the relevant information.

SAMPLE: To get the most reflective sample of your lubrication oil then you should aim to take the sample from mid-tank. This will ensure that samples aren't taken from any "dead zones" or from the bottom where it is more likely for particulates to build up within a system. To extract the sample the following process should be carried out.

Fill the bottle, rinse and empty contents into a waste container then refill the bottle. This sample will give a representation of the oil in system.

PUT THE LARGE ID LABEL OUTSIDE OF THE SMALL POLY BAG

Fill out the labels BEFORE sampling to ensure that you do not mix up the samples. (See section "how to fill the ID slips" for any questions).

Each kit is individually packed BUT they can all be returned in one package using one of the PRE-PAID FREE POST address labels. Just take to any Post Office.

Alternatively, you could send by carrier at your own cost.

If FA-ST engineers have taken the sample, then they will transport the samples to the laboratory as part of the service.

Tubing: For larger tanks longer tubing lengths and tank bottom samplers can be purchased from FA-ST to allow for easier sampling, the tank bottom sampler is a good addition as any tubing that may have coiled will be straighten out allowing the mid sample to be easily taken.

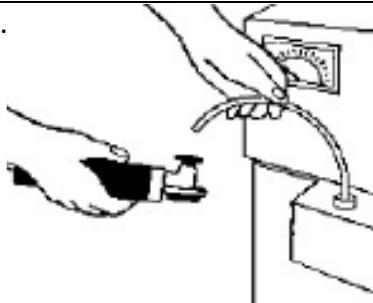
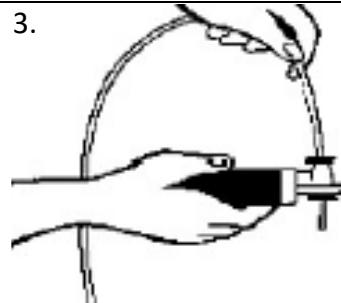
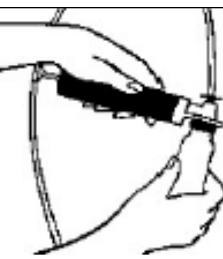
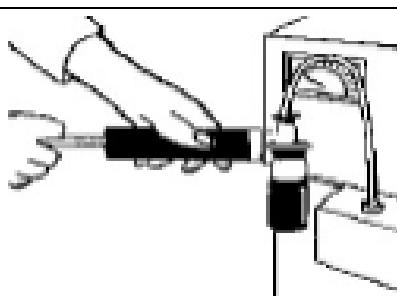
Sampling Pump: Remove the bottle cap and screw the bottle on to the pump. Insert the tubing through the pump head unit it just appears in the head of the bottle and then tighten the crew to grip the tubing. Lower the tubing into the fuel to the desired level and then give 3 good strokes of the pump to create a vacuum to draw up the oil. You may need to give further strokes to fill the bottle to the neck.

As the oil reaches the bottle neck release the black screw to allow air to vent and release the vacuum.

For any advice or if you have any questions regarding the sampling procedure etc. please contact FA-ST on 01246268900 and one of our team will gladly help.

Vacuum Sampling Pump Instructions

The Vacuum Pump System will, properly used, take multiple samples from different medias without cross contamination and without the pump being polluted and in need of cleaning.

		
Use a pre-cut length or cut a suitable length of sample tube.	Put one end of the tube into the fluid to be sampled.	Put the other end through the pump just enough to see it on the bottle side.
		
Screw on a bottle making sure it is sealed correctly.	Pump a few strokes and watch the fluid fill the bottle. Make sure to hold the pump with the bottle vertical. Remove the bottle and cap securely shake well and dispose of fluid then repeat. This will clear any contaminates.	Complete the ID label. Stick Bottle label on the bottle place the ID slip in the jiffy bag OUTSIDE on the seal bag in case of any spillage.

Common errors of contamination:

- Fierce pumping will create a surge of fluid and overfill the bottle.
- The bottle is not held upright.
- The tube was not clean when it was pulled out.

In above cases there is a risk for polluting of the pump

If the pump does get polluted, just unscrew the cylinder, pull back the piston and clean the parts. Be careful not to misplace the valve ball or seal ring as the pump will no longer work if these are lost and a replacement will be required.

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Filling the ID Slip Correctly

Thank you for purchasing the FA-ST oil analysis kit. We want to ensure that we carry out the required analysis relevant to the sample you are providing.

If tickets are incorrectly filled out, then this can cause a range of issues such as:

- Reports missing relevant tests
- Delays issuing reports/Failure to issue if contact details are not provided.
- Trendlines that are missing reports/have additional reports in them.

Please note that the tickets are generic and cover all lube oils that we analyze so not all sections will be relevant.

Front of Slip

COMPANY:	Your Name/ Company Name i.e. FA-ST	
JOB SITE:	Location Important for Various Sites i.e. Chesterfield	
DATE SAMPLED:	The Date i.e. 01/01/19	
PLANT No:	If relevant	
MODEL:	If relevant	
SERIAL No:	If relevant	
SERVICE METER READING:	If relevant	
HOURS ON OIL:	If relevant	
OIL ADDED:	If relevant	
OIL CHANGED:	YES	/ NO

Fill in required details relevant to your sample.
 Mark which type of samples you are sending to us
 to ensure we carry out correct tests.

	Front	Mid	Rear	Port	Starboard
Engine.....	<input type="checkbox"/>				
Hydraulics.....	<input type="checkbox"/>				
Transmission.....	<input type="checkbox"/>				
Pump Drive.....	<input type="checkbox"/>				
Swing Drive.....	<input type="checkbox"/>				
Differential.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Final Drive R/H.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Final Drive L/H.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tandem Drive R/H.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tandem Drive L/H.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transfer Box.....	<input type="checkbox"/>				
Steering.....	<input type="checkbox"/>				
Bevel Gear.....	<input type="checkbox"/>				
Compressor.....	<input type="checkbox"/>				
Other.....					

ALWAYS SAMPLE HOT!
 PLEASE SEND THIS LABEL
 OUTSIDE OF THE PLASTIC BAG
 TO AVOID POSSIBLE SPOILING.

Back of Slip

In order to collate information, assist in the interpretation, and to provide an improved service please comment on any problems encountered, or repairs carried out, since the last sample was taken.

Please confirm if the equipment has been sampled before YES ||| NO , Prior sample #-----

Report Address: **VERY IMPORTANT YOU MUST PROVIDE AND ADDRESS TO SEND THE REPORT TO**

Comments: **WHAT YOUR LOOKING FOR I.E. WATER LEVEL, CLEANLINESS,**

Report for attention of: _____

IMPORTANT TO ALLOW TREND TO

Make and brand of oil used: _____

Viscosity: _____

VERY IMPORTANT THESE ASPECTS ALLOW US TO COMPARE THE OIL TO THE DATASHEETS IF KNOWN WE STRONGLY ADVISE PUTTING THE DETAILS IN