

LABELLING A SAMPLE

Sample identification is essential to ensure consistent results, as our testing lab processes up to one hundred samples every day and our extensive database includes thousands of items of equipment with multiple compartments. We recommend naming samples from the same equipment compartment to remain the same each time testing is done, allowing a sample history to build up in one place for easy viewing.

Some terms used by our lab and database:

Customer	Oil Status is not a financial database but the term Customer Account is used for reporting purposes. Large companies may have multiple Customer accounts.
Equipment Serial Number	>This is the unique alpha numeric name that identifies a piece of equipment. Often this is a literal serial number but it does not have to be - e.g. a Registration Number for truck. For marine, we suggest the vessel's name as there can be several serial numbers on port and starboard engines, for example.
Equipment Unit Number	This is a supporting alphanumeric name that may be more useful to people who may not be familiar with literal serial numbers. Could be a Fleet Number or a commonly used name. Ideally we'd like to see a fleet number and the owner of the machine - e.g. abc123/ Joe Bloggs.
Equipment Compartment	The label has some check boxes for common compartments. Please take care with multiple compartments such as Front and Rear diffs, Left and Right Final Drives or Port, Stbd and Aux Engines.
Oil Type	For full identification we require the Oil Company/ Brand and the full product name. Partial or ambiguous names will be registered as Unknown which indicates we cannot identify it.
Oil Grade	Most lubricating oils are sold in SAE grades or ISO viscosity grades and grease in NLGI grades. For factory fill or unknown or mixtures it is best to leave this as unknown to avoid alerts based on guesses.
Meter	This is for an hour meter or odometer that increments over the life of the component .
Oil Hours	This is for the literal hours (or kilometers) of the sampled oil. Wear metals accumulate over the life of an oil so this information affects the interpretation of the results.
Oil Added	This is for the amount of top up oil that was added to the compartment in the interval since the last sample. It represents oil being lost or burnt and not the system capacity. If unknown, label as zero.

Oil Changed	This check box is to indicate whether the oil was changed immediately after the sample was taken. This can avoid alerts to change oil if we know it has already been changed.
Filter Changed	This check box is to indicate whether the filter was changed immediately after the sample was taken. This can avoid alerts to check the filter if we know it has already been changed.
User	Any person who wants access to their records in the database is given a User ID and Password. An email address and phone number is required.
Contact	A Contact is a User who has also been set up to receive sample reports when they are released. A User does not have to be a Contact and receive reports. All Contacts must first be set up as a User.