

INSTRUCTIONS FOR OIL ANALYSIS SAMPLE FORM



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ADVANCED OIL

Kit Questions or Additional Testing: 715-395-0222
Test Results or Equipment Changes: 877-458-3315
Customer Service: custserv@oilreports.com



Oil Analyzers
INC.

SAMPLE SUBMISSION INSTRUCTIONS

** Recommend submitting sample information online **



ATTENTION FIRST TIME USERS!

Visit www.oilreports.com or call
877-458-3315 to create your account in
HORIZON, the online oil analysis portal



Login to your HORIZON account at www.oilreports.com to add/edit components
under **Equipment Management**. **NOTE:**
Equipment must be added before samples
can be submitted online



Use **HORIZON** and **Sample Submission**
to submit sample information online for faster
processing (if online access is not available, please
complete form and submit with sample) →



Apply **label** to **sample jar**



Ship sample to laboratory



Receive results v.a. email or
access online via **HORIZON**



APPLY TO
SAMPLE

Date Sample Taken

Equipment ID

RETAIN FOR
YOUR RECORDS

Date Sample Taken

Equipment ID

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NOTE: Prepaid USPS/UPS labels to Indianapolis, IN CANNOT be re-addressed
to a different location. Small return addresses are for non-postage paid kits only.

OIL ANALYZERS LAB
7451 WINTON DRIVE
P.O. BOX 68983
INDIANAPOLIS, IN 46268

OIL ANALYZERS LAB
4100 N SAM HOUSTON PKWY W
STE 250
HOUSTON, TX 77086

OIL ANALYZERS LAB
P.O. BOX 30820
3060 CALIFORNIA AVE, STE B
SALT LAKE CITY, UT 84104

Sample reports sent by email only, include email below

ACCOUNT INFORMATION

(ACCT: OILANA)

Company Name

Contact Joe Smith

Address 1234 Main St.

City / State / Zip Code Superior, WI 54880

Telephone 715-555-5555

Email jsmith@email.com

SAMPLE INFORMATION

Baseline Reference ☐

Equipment ID Joe's Truck

Secondary ID 2022 Silverado 5.3L

Component/Fluid Type (check one)

Engine ☒ Diesel ☐ Gasoline ☒ Gasoline Direct Injection ☐ Natural Gas
Transmission ☐ Auto ☐ Manual
☐ Bearing ☐ Compressor ☐ Differential ☐ Gear ☐ Hydraulic ☐ Turbine
☐ Other

Position: ☐ Front ☐ Rear ☐ Left ☐ Right ☐ Center ☐ Chassis

Date Sample Taken 1-15-25

Fluid Time 7,500 ☐ km ☐ hr ☐ mo ☐ mi ☐ day ☐ yr

Component Time 97,356 ☐ km ☐ hr ☐ mo ☐ mi ☐ day ☐ yr

Fluid Changed ☒ Yes ☐ No Filter Changed ☒ Yes ☐ No Amount of Fluid Added Since Last Change ☐ qt ☐ gal ☐ L ☐ pt ☐ unknown

Misc

Comments

COMPONENT INFORMATION (For first-time samples or changes only)

Manufacturer GM

Model 5.3L V8

Product Mfr AMSOIL

Product & Viscosity Grade ASM, Signature Series 0W20 ☐ ISO ☒ SAE

OILUS 02/25

Follow these guidelines when submitting fluid samples to ensure your information is processed as quickly as possible.

1 SAMPLE SUBMISSION

Preferred Method - Submitting your sample information online is the recommended method when sending a sample. This can be done by going to oilreports.com. **Please note:** equipment must be added before you can submit sample information through HORIZON. Instructions on how to add equipment can be found in the "Technical Library" section of HORIZON, under "HORIZON Training."

- **ATTENTION FIRST-TIME USERS:** If you do not have an existing HORIZON account, you must create one by entering your email address under the "Create HORIZON Account" section of oilreports.com.
 - o Once entered, you will be brought to the online registration form. Enter the 11-digit barcode number from the sample paperwork in the "Barcode" field. This barcode identifies you as an Oil Analyzers customer.
 - o Enter your contact information. The email address you provide will be your login email and it's where reports will be sent.
 - o You will receive an activation email with a link to create a password and activate your HORIZON account.
- Once this process is complete, you can begin adding your equipment and submitting sample information online.
- After logging in to HORIZON at oilreports.com, sample information can be submitted under the "Sample Submission" tab. If the sample is coming from a new, previously unsampled application, the equipment must first be added to your equipment list. Under the "Equipment Management" drop-down menu, select "Add Equipment."
- **NOTE: Sending the sample form with the sample is not required when using online sample submission.**

Alternative Method - If online access is not readily available, you may fill out the sample form with the equipment and sample information. The form must then be included with the sample when it is shipped to the lab. Follow the instructions below for filling out each section of the sample form. **NOTE: If using paper form, please write legibly to avoid errors during sample processing.**

2 SAMPLE INFORMATION

Equipment ID is how you want to identify the equipment from which the sample was taken. It is **not** the 11-digit barcode number listed on the sample stickers. For example, fleets typically number their equipment or trucks, so one Equipment ID could be "Truck 28" or "#1423." Use the same Equipment ID on future samples so your unit sample history will be connected.

- **Secondary ID:** Not required, but can be used for additional identification, such as model, year or engine size.
- **Component/Fluid Type:** Only select one. This identifies from which type of application the sample was taken.
- **Position:** Typically only applicable to differential samples (i.e., front or rear differential).
- **Fluid Time:** Amount of miles/km or time on the sample.
- **Component Time:** Total amount of miles/km or time on the vehicle or equipment.
- **Fluid Changed/Filter Changed:** If the fluid or filter was changed after you took the sample, check the applicable boxes.
- **Amount of Fluid Added Since Last Change:** If fluid was added for top-off during the interval, indicate the amount.

3 COMPONENT INFORMATION

- The Component Information section is for first-time samples of equipment or if you changed the product being used in that component.
- **Manufacturer** refers to the manufacturer of the component (e.g., GM, Ford, Cummins, etc.).
- **Model** refers to the engine or equipment specs (e.g., 5.3L V8, 6.7L Power Stroke, ISX 15, etc.).
- **Product Mfr.** refers to the fluid brand that is being sampled.
- **Product & Viscosity Grade** refers to the name of the product and its viscosity.

TIPS FOR SUBMITTING FLUID SAMPLES

- Be sure to fill the sample bottle up to the shoulder of the bottle. Adequate sample volume is needed to ensure all testing can be completed.
- Submitting samples online is the most efficient method for communicating sample information to the lab. It ensures the sample is applied to the correct component and limits inaccuracies that can occur when using the paper form.
- Retain the 11-digit barcode number from the sample form **and** your shipping tracking number so your sample progress can be tracked.
- If you purchased a non-postage-paid kit that does not include a return label, be sure to address your shipment to the lab's physical address or the P.O. Box, not both.
- If something is missing from your kit, call 715-395-0222.
- Standard turnaround time for testing is 1-2 days after the lab receives and registers the sample.
- Add-on testing and rush requests are available for an additional charge. Call 715-395-0222 for these services.