

# Sample Registration Form Help Guide

Give us a Unit ID: This is a unique identifier for the sample point. 20 characters max. Remember that you can have more than one sample point on a single piece of machinery. Example:  
**HYMAC-80-HYDRAULIC**

Sample Point: Examples of typical sampling point locations can be checked off, or describe the point. It is most important to keep the same sample location point for accuracy in trending. Example:  
**TANK STOPCOCK VALVE**

What's the Common Name? This is what the machine is commonly called. This information is printed on the sample battle label, allowing someone to recognize the machine apart from the Unit ID. Example: "**Jimmy's Digger**"

Equipment Type: Let us know what type of machine is being sampled. Test packages are defined based on equipment type. Example:  
**EXCAVATOR  
HYDRAULIC  
SYSTEM**

Lubricant type and Grade: Very important. We need to know what you think is in your system so that we may confirm that it is the right fluid, and that the physical properties for that fluid are in accordance with specifications. Example:  
**DUCKHAMS HYD 32VG**

Frequency: Please let us know your intended sampling frequency. We will send you sample kits with preprinted labels- you won't have to fill this form out again!

Make and Model: Please provide if available. This information helps us when applying wear metal alarms Example:  
**HYMAC 141C**

System Capacity: Tell us how much fluid in the system Example: **34 litres**

**Bently**  
Tribology Services

**Sample Point Registration Form**  
DOUBLE CHECK™

Company \_\_\_\_\_ CustCode \_\_\_\_\_

**Section A: Necessary Equipment Information**

Sample Point ID \_\_\_\_\_ (no spaces)

Common Name \_\_\_\_\_ Equipment Serial # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_

Equipment \_\_\_\_\_ Sample Point \_\_\_\_\_

Lubricant \_\_\_\_\_ System Capacity \_\_\_\_\_  
(Please include Make, type and grade) Gals./liters

Test Pkg \_\_\_\_\_ Test Frequency \_\_\_\_\_  
Monthly Quarterly Semi-Annually Hours Miles/Kilometers

**Section B: General Information**

Has this unit been tested before by Bently Tribology Services? Y/N \_\_\_\_\_

Do you have manufacturer recommended lubrication/oil analysis guidelines for this unit? Y/N \_\_\_\_\_

Have you sent in a virgin oil (or baseline) to B TS for reference? Y/N \_\_\_\_\_

Please provide Bently Tribology Services with a copy of guidelines/condemnation limits if you would like us to apply them to results

**Section C: Additional Information (for diagnostics)**

**Operating Environment** Dust/Dirty \_\_\_\_\_ Cold \_\_\_\_\_ Moist/Humid \_\_\_\_\_ Hot \_\_\_\_\_ Clean \_\_\_\_\_  
(Circle all that apply or write in)

**Duty Cycle** Base loaded \_\_\_\_\_ Continuous \_\_\_\_\_ Stand-By \_\_\_\_\_ Occasional \_\_\_\_\_ Describe: \_\_\_\_\_

**Plain Bearings:** Type \_\_\_\_\_ Liner/Sleeve \_\_\_\_\_

**Roller Element:** Type \_\_\_\_\_ Cage & Race \_\_\_\_\_ Rollers \_\_\_\_\_

**Gears:** Type \_\_\_\_\_ Application \_\_\_\_\_

**Oil Cooler in this System?** Y/N \_\_\_\_\_ Tube Material \_\_\_\_\_ Oil Temperature \_\_\_\_\_

**Filtration?** Y/N \_\_\_\_\_ Size \_\_\_\_\_ Type: \_\_\_\_\_

**Oil Sampling Instructions**

1. Sample when machine is running, or within 30 minutes of shutdown.
2. Flush out deadleg, valve or pump tubing. For clean systems where particle count is to be performed, rinse bottle with fluid to be tested prior to filling.
3. Fill bottle to neck, Cap immediately, wipe excess off and affix label. Put date on label.
4. Place bottle and this form into the shipping container and send to lab.

**Notes/Special attention:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions ? Call 978-533-9990 or 773-783-4660 Form F-293 Rev 3 BT33