



Quick Start Guide

Understanding the New Sample Processing Form

■ Learn How To:

- 1** Understand the new Sample Processing Form
- 2** Download the LOAMS Mobile App
- 3** Register a Sample Using the LOAMS Mobile App

Getting Started



LOAMS Mobile App

- Moving forward, Bureau Veritas will begin using a new integrated sample processing form with QR-codes.

This form is designed to integrate with the LOAMS Mobile app and allow you to quickly and easily register your samples in the “field” or “shop.”

To get started, download the “LOAMS Mobile” app from the iTunes App Store or Google Play Store.

Mobile Equipment Form

Sample Submission Instructions

- 1) If you don't already have an account, register for a LOAMS Account at: www.analystsinc.com
- 2) Take a proper sample. For instructions on sampling download instructions from: <https://oil-testing.com/loams-resource-center>
- 3) Log into your LOAMS account to register or edit equipment being sampled under the Equipment tab (if you don't have access to LOAMS, please use the sample information form to the right)
- 4) Use the Mobile App or LOAMS Sample Submission feature to register your sample with the laboratory.
- 5) Peel and apply barcode label below to sample jar
- 6) Send sample immediately to the laboratory via traceable delivery / courier service
- 7) Receive sample report via e-mail or login to LOAMS to access current and historical sample results.

Need Help? 1-800-655-4473
For more information on LOAMS
<https://oil-testing.com/loams-resource-center>

RETAIN WITH YOUR RECORDS FOR TRACKING

SAMPLE TRACKING NUMBER:
S20191013010348

AFFIX TO SAMPLE

Unit ID _____ Date _____
Component _____ Unit ID _____
Component _____

Equipment & Sample Registration

Complete this form only if:
1. You cannot register samples in LOAMS
2. This is the first time you are submitting samples for this equipment

ORDER #: OR00003880

ACCOUNT INFORMATION

Company Name _____
Company Worksite/Location _____
Address _____
City _____
Phone _____

UNIT INFORMATION

Unit ID _____
Unit Serial # _____

COMPONENT INFORMATION

Component Sampled:
 Engine (Fuel Type)
 Diesel
 Gasoline
 Natural Gas
 Propane
 Transmission (Type)
 Auto
 Manual
 Hydrostatic

Component Mtg./Model _____
Fluid/Product Mtg _____
Fluid Grade: _____

SAMPLE INFORMATION

Sample Date _____
Unit Age _____
PO # _____

Position:
 Front Left
 Center Right
 Rear Upper
 Lower

Viscosity Grade:


<input type="checkbox"/> RADICOL SF-0	<input type="checkbox"/> SAE 15W-30
<input type="checkbox"/> SYNGEAR	<input type="checkbox"/> SAE 15W-40
<input type="checkbox"/> SYNGEAR CD 90	<input type="checkbox"/> SAE 10W
<input type="checkbox"/> TRANS-C	<input type="checkbox"/> SAE 30
<input type="checkbox"/> TRANS-C HT	<input type="checkbox"/> SAE 50
<input type="checkbox"/> VECTON	<input type="checkbox"/> ISO 32

Cancel



** If you already have the app installed, make sure to check for updates to ensure you are using the most current version.*

Logging In to LOAMS Mobile

- To login to the LOAMS Mobile App you will use the same login credentials – username & password – that you utilize for LOAMS on the web.
- Once you have entered your credentials, tap the **Sign In** button.
Note: Moving forward, the app will save your login information.
- If you do not have a LOAMS account, you can register for one directly in the app or at:
 www.analystsionline.net



New Sample Processing Form



Mobile Equipment Form



S20191013010348

Sample Submission Instructions



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www.analystsionline.com



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3) Log into your LOAMS account to register or edit equipment being sampled under the Equipment tab (if you don't have access to LOAMS, please use the sample information form to the right)



4) Use the Mobile App or LOAMS Sample Submission feature to register your sample with the laboratory.



5) Peel and apply barcode label below to sample jar



6) Send sample immediately to the laboratory via traceable delivery / courier service



7) Receive sample report via e-mail or login to LOAMS to access current and historical sample results.

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AFFIX TO
SAMPLE

S20191013010348

Date

Unit ID

Component

RETAIN WITH YOUR RECORDS
FOR TRACKING

SAMPLE TRACKING NUMBER:
S20191013010348

Unit ID

Component



Equipment & Sample Registration

Page 1 of 1



S20191013010348

Complete this form **only** if:

- You cannot register samples in LOAMS
- This is the first time you are submitting samples for this equipment

ACCOUNT INFORMATION

ORDER #: OR0003880

Company Name

Company Worksite/Location

Contact

Address

City

State

Zip

Phone

Email

UNIT INFORMATION

Unit ID

Unit Mfg. / Model

Unit Serial #

Unit Worksite

COMPONENT INFORMATION

Component Sampled:

- | | | | | | |
|--|---|--|------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Engine (Fuel Type) | <input type="checkbox"/> Final Drive | <input type="checkbox"/> Compressor | Position: | <input type="checkbox"/> Front | <input type="checkbox"/> Left |
| <input type="checkbox"/> Diesel | <input type="checkbox"/> Planetary | <input type="checkbox"/> Gearbox | | <input type="checkbox"/> Center | <input type="checkbox"/> Right |
| <input type="checkbox"/> Gasoline | <input type="checkbox"/> Tandem | <input type="checkbox"/> Differential | | <input type="checkbox"/> Rear | <input type="checkbox"/> Upper |
| <input type="checkbox"/> Natural Gas | <input type="checkbox"/> Swing Drive | <input type="checkbox"/> Crusher | | <input type="checkbox"/> Lower | |
| <input type="checkbox"/> Propane | <input type="checkbox"/> Cooling System | <input type="checkbox"/> Speed Reducer | | | |
| <input type="checkbox"/> Transmission (Type) | <input type="checkbox"/> Hydraulic | <input type="checkbox"/> Other: _____ | | | |
| <input type="checkbox"/> Auto | <input type="checkbox"/> Pump Drive | | | | |
| <input type="checkbox"/> Manual | | | | | |
| <input type="checkbox"/> Hydrostatic | | | | | |

Component Mfg./Model

Component Serial Number

Fluid/Product Mfg

SAE ISO

Fluid Brand

Gal Qts L

Fluid Grade:

Sump Capacity

SAMPLE INFORMATION

Sample Date

Fluid Changed Yes No

Filter Changed Yes No

HRS KM MI

HRS KM MI

Unit Age

Fluid Age

PO #

Work Order #

New Sample Processing Form

Overview



Test Package Identification



Peel-off QR-Coded Bottle Label to Register Sample on the LOAMS Mobile app or in KOWA Loams




Simplified Machine Registration (now only needed for NEW Machines)



Perforated Sample Form




Peel-off Label for Your Work Order & Sample Tracking




BUREAU VERITAS

Mobile Equipment Form




S20191013010348




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S20191013010348


Sample Submission Instructions


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 3) Log into your LOAMS account to register or edit equipment being sampled under the Equipment tab (if you don't have access to LOAMS, please use the sample information form to the right)


 4) Use the Mobile App or LOAMS Sample Submission feature to register your sample with the laboratory.

 5) Peel and apply barcode label below to sample jar

 6) Send sample immediately to the laboratory via traceable delivery / courier service

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 **S20191013010348**

AFFIX TO SAMPLE

_____ Date

RETAIN WITH YOUR RECORDS FOR TRACKING

SAMPLE TRACKING NUMBER:
S20191013010348

_____ Unit ID

_____ Component

Unit ID _____

Component _____

Unit Mfg. / Model _____

Unit Worksite _____

COMPONENT INFORMATION

Component Sampled:

<input type="checkbox"/> Engine (Fuel Type)	<input type="checkbox"/> Final Drive	<input type="checkbox"/> Compressor	Position:
<input type="checkbox"/> Diesel	<input type="checkbox"/> Planetary	<input type="checkbox"/> Gearbox	<input type="checkbox"/> Front <input type="checkbox"/> Left
<input type="checkbox"/> Gasoline	<input type="checkbox"/> Tandem	<input type="checkbox"/> Differential	<input type="checkbox"/> Center <input type="checkbox"/> Right
<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Swing Drive	<input type="checkbox"/> Crusher	<input type="checkbox"/> Rear <input type="checkbox"/> Upper
<input type="checkbox"/> Propane	<input type="checkbox"/> Cooling System	<input type="checkbox"/> Speed Reducer	<input type="checkbox"/> Lower
<input type="checkbox"/> Transmission (Type)	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Auto	<input type="checkbox"/> Pump Drive		
<input type="checkbox"/> Manual			
<input type="checkbox"/> Hydrostatic			

Component Mfg./Model _____ Component Serial Number _____

Fluid/Product Mfg SAE ISO Fluid Brand _____ Gal Qts L

Fluid Grade: _____ Sump Capacity _____

SAMPLE INFORMATION



Fluid Changed Yes No Filter Changed Yes No

Sample Date HRS KM MI HRS KM MI

Unit Age _____ Fluid Age _____

PO # _____ Work Order # _____


How to Use the Form

 **Mobile Equipment Form** 
S20191013010348

Sample Submission Instructions

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- 3) Log into your LOAMS account to register or edit equipment being sampled under the Equipment tab (If you don't have access to LOAMS, please use the sample information form to the right)
- 4) Use the Mobile App or LOAMS Sample Submission feature to register your sample with the laboratory.
- 5) Peel and apply barcode label below to sample jar
- 6) Send sample immediately to the laboratory via traceable delivery / courier service
- 7) Receive sample report via e-mail or login to LOAMS to access current and historical sample results.

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 **AFFIX TO SAMPLE** **RETAIN WITH YOUR RECORDS FOR TRACKING**



SAMPLE TRACKING NUMBER: S20191013010348

Unit ID _____ Date _____
Component _____ Component _____



For machines and components that are already registered, you no longer have to fill out forms.

Simply register the sample using the QR-code with the LOAMS Mobile app or in LOAMS.

 **Equipment & Sample Registration** 
Page 1 of 1
S20191013010348

Complete this form **only** if:
1. You cannot register samples in LOAMS
2. This is the first time you are submitting samples for this equipment

ACCOUNT INFORMATION **ORDER #: OR00003880**

Company Name _____
Company Worksite/Location _____ Contact _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

UNIT INFORMATION

Unit ID _____ Unit Mfg. / Model _____
Unit Serial # _____ Unit Worksite _____

COMPONENT INFORMATION

Component Sampled:

<input type="checkbox"/> Engine (Fuel Type)	<input type="checkbox"/> Final Drive	<input type="checkbox"/> Compressor	Position:
<input type="checkbox"/> Diesel	<input type="checkbox"/> Planetary	<input type="checkbox"/> Gearbox	<input type="checkbox"/> Front <input type="checkbox"/> Left
<input type="checkbox"/> Gasoline	<input type="checkbox"/> Tandem	<input type="checkbox"/> Differential	<input type="checkbox"/> Center <input type="checkbox"/> Right
<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Swing Drive	<input type="checkbox"/> Crusher	<input type="checkbox"/> Rear <input type="checkbox"/> Upper
<input type="checkbox"/> Propane	<input type="checkbox"/> Cooling System	<input type="checkbox"/> Speed Reducer	<input type="checkbox"/> Lower
<input type="checkbox"/> Transmission (Type)	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Auto	<input type="checkbox"/> Pump Drive		
<input type="checkbox"/> Manual			
<input type="checkbox"/> Hydrostatic			

Component Mfg./Model _____ Component Serial Number _____
Fluid/Product Mfg. SAE ISO _____ Fluid Brand Gal Qts L _____
Fluid Grade: _____ Sump Capacity _____

SAMPLE INFORMATION


Fluid Changed Yes No Filter Changed Yes No
Sample Date _____ HRS KM MI _____ HRS KM MI _____
Unit Age _____ Fluid Age _____
PO # _____ Work Order # _____




If this is the first time sampling a machine or a new component of a machine, you will complete the Equipment & Samples Registration on the right side of the form and submit with the sample.

Note: You can also register the machine in LOAMS

Submitting Samples for Existing Machines


BUREAU VERITAS


Mobile Equipment Form


S20191013010348

Sample Submission Instructions

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- 2) Take a proper sample. For instructions on sampling download instructions from:
<https://oil-testing.com/loams-resource-center>
- 3) Log into your LOAMS account to register or edit equipment being sampled under the Equipment tab (if you don't have access to LOAMS, please use the sample information form to the right)
- 4) Use the Mobile App or LOAMS Sample Submission feature to register your sample with the laboratory.
- 5) Peel and apply barcode label below to sample jar
- 6) Send sample immediately to the laboratory via traceable delivery / courier service
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AFFIX TO SAMPLE
S20191013010348

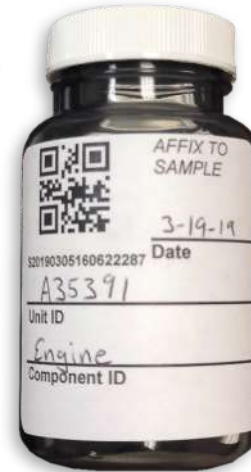
RETAIN WITH YOUR RECORDS FOR TRACKING

SAMPLE TRACKING NUMBER:
S20191013010348

Date _____

Unit ID _____

Component _____



For machines and components that have already been sampled before, simply register a new sample using the QR-code label with the LOAMS Mobile app or in LOAMS.

*For more information on how to register samples with LOAMS Mobile App or in LOAMS, goto the [LOAMS Resource Center](#) checkout the "Mobile App Sample Registration" Quick Start Guide


First Time Sample Submission


■ Sampling a New Machine or Equipment

If you are sampling a machine or a new component, you will complete the Equipment & Samples Registration information.








Note: You can still use this form for any sample submission if you don't wish to register the sample using the LOAMS Mobile app or in LOAMS.




**BUREAU
VERITAS**

Mobile Equipment Form

S20191013010348

Sample Submission Instructions

 1) If you don't already have an account, register for a LOAMS Account at: www.analystsionline.com	 5) Peel and apply barcode label below to sample jar
 2) Take a proper sample. For instructions on sampling download instructions from: https://oil-testing.com/loams-resource-center	 6) Send sample immediately to the laboratory via traceable delivery / courier service
 3) Log into your LOAMS account to register or edit equipment being sampled under the Equipment tab (if you don't have access to LOAMS, please use the sample information form to the right)	 7) Receive sample report via e-mail or login to LOAMS to access current and historical sample results.
 4) Use the Mobile App or LOAMS Sample Submission feature to register your sample with the laboratory.	Need Help? 1-800-655-4473 For more information on LOAMS https://oil-testing.com/loams-resource-center


S20191013010348

AFFIX TO
SAMPLE


Date

RETAIN WITH YOUR RECORDS
FOR TRACKING


SAMPLE TRACKING NUMBER:
S20191013010348

Unit ID	Unit ID
Component	Component

Filling Out the Equipment / Sample Registration


BUREAU VERITAS


Mobile Equipment Form


S20191013010348

Sample Submission Instructions

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(if you don't have access to LOAMS, please use the sample information form to the right)
- 4) Use the Mobile App or LOAMS Sample Submission feature to register your sample with the laboratory.
- 5) Peel and apply barcode label below to sample jar
- 6) Send sample immediately to the laboratory via traceable delivery / courier service
- 7) Receive sample report via e-mail or login to LOAMS to access current and historical sample results.

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AFFIX TO SAMPLE

RETAIN WITH YOUR RECORDS FOR TRACKING

SAMPLE TRACKING NUMBER:
S20191013010348

Date _____

Unit ID _____

Component _____

Instructions

The form header contains instructions for filling out the Equipment & Sample Registration information

Note: The QR-code does not contain any specific sample information until it is registered.

Please be sure to complete the required information on the blank QR label to ensure proper processing.

Filling Out the Equipment / Sample Registration

UNIT INFORMATION

Unit ID _____ Unit Mfg. / Model _____

Unit Serial # _____ Unit Worksite _____

COMPONENT INFORMATION


Component Sampled:

<input type="checkbox"/> Engine (Fuel Type)	<input type="checkbox"/> Final Drive	<input type="checkbox"/> Compressor	Position:	<input type="checkbox"/> Front	<input type="checkbox"/> Left
<input type="checkbox"/> Diesel	<input type="checkbox"/> Planetary	<input type="checkbox"/> Gearbox	<input type="checkbox"/> Center	<input type="checkbox"/> Right	
<input type="checkbox"/> Gasoline	<input type="checkbox"/> Tandem	<input type="checkbox"/> Differential	<input type="checkbox"/> Rear	<input type="checkbox"/> Upper	
<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Swing Drive	<input type="checkbox"/> Crusher	<input type="checkbox"/> Lower		
<input type="checkbox"/> Propane	<input type="checkbox"/> Cooling System	<input type="checkbox"/> Speed Reducer			
<input type="checkbox"/> Transmission (Type)	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Auto	<input type="checkbox"/> Pump Drive				
<input type="checkbox"/> Manual					
<input type="checkbox"/> Hydrostatic					




- Provide the Machine Serial Number, and Machine Model. Check the Component being sampled, and provide the information of the oil / fluid in use.

Page 1 of 1



Equipment & Sample Registration



S20191013010348

Complete this form **only** if:

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ACCOUNT INFORMATION **ORDER #: OR00003880**

Company Name _____

Company Worksite/Location _____ Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

UNIT INFORMATION

Unit ID _____ Unit Mfg. / Model _____

Unit Serial # _____ Unit Worksite _____

COMPONENT INFORMATION

Component Sampled:

<input type="checkbox"/> Engine (Fuel Type)	<input type="checkbox"/> Final Drive	<input type="checkbox"/> Compressor	Position:	<input type="checkbox"/> Front	<input type="checkbox"/> Left
<input type="checkbox"/> Diesel	<input type="checkbox"/> Planetary	<input type="checkbox"/> Gearbox	<input type="checkbox"/> Center	<input type="checkbox"/> Right	
<input type="checkbox"/> Gasoline	<input type="checkbox"/> Tandem	<input type="checkbox"/> Differential	<input type="checkbox"/> Rear	<input type="checkbox"/> Upper	
<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Swing Drive	<input type="checkbox"/> Crusher	<input type="checkbox"/> Lower		
<input type="checkbox"/> Propane	<input type="checkbox"/> Cooling System	<input type="checkbox"/> Speed Reducer			
<input type="checkbox"/> Transmission (Type)	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Auto	<input type="checkbox"/> Pump Drive				
<input type="checkbox"/> Manual					
<input type="checkbox"/> Hydrostatic					

Component Mfg./Model _____ Component Serial Number _____

Fluid/Product Mfg _____ Fluid Brand _____

SAE ISO Gal Qts L

Fluid Grade: _____ Sump Capacity _____

SAMPLE INFORMATION

Fluid Changed Yes No Filter Changed Yes No

Sample Date _____

HRS KM MI HRS KM MI

Unit Age _____ Fluid Age _____

PO # _____ Work Order # _____

Filling Out the Equipment / Sample Registration

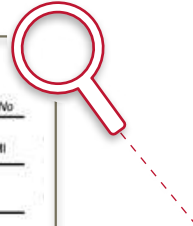
SAMPLE INFORMATION

Fluid Changed Yes No Filter Changed Yes No

Sample Date _____
 HRS KM MI HRS KM MI


Unit Age _____ Fluid Age _____

PO # _____ Work Order # _____




- Provide the date the sample was taken, indicate if the oil / fluid and filter were change at the time the sample was taken. Provide the total hours on the machine, and hours since last oil change. You can also now tie samples to Work-Order or Purchase Order.

Page 1 of 1

 **BUREAU VERITAS**

Equipment & Sample Registration

 **S20191013010348**

Complete this form **only** if:
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2. This is the first time you are submitting samples for this equipment

ACCOUNT INFORMATION **ORDER #: OR00003880**

Company Name _____

Company Worksite/Location _____ Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

UNIT INFORMATION

Unit ID _____ Unit Mfg. / Model _____

Unit Serial # _____ Unit Worksite _____

COMPONENT INFORMATION

Component Sampled:

<input type="checkbox"/> Engine (Fuel Type)	<input type="checkbox"/> Final Drive	<input type="checkbox"/> Compressor	Position:
<input type="checkbox"/> Diesel	<input type="checkbox"/> Planetary	<input type="checkbox"/> Gearbox	<input type="checkbox"/> Front <input type="checkbox"/> Left
<input type="checkbox"/> Gasoline	<input type="checkbox"/> Tandem	<input type="checkbox"/> Differential	<input type="checkbox"/> Center <input type="checkbox"/> Right
<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Swing Drive	<input type="checkbox"/> Crusher	<input type="checkbox"/> Rear <input type="checkbox"/> Upper
<input type="checkbox"/> Propane	<input type="checkbox"/> Cooling System	<input type="checkbox"/> Speed Reducer	<input type="checkbox"/> Lower
<input type="checkbox"/> Transmission (Type)	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Auto	<input type="checkbox"/> Pump Drive		
<input type="checkbox"/> Manual			
<input type="checkbox"/> Hydrostatic			

Component Mfg./Model _____ Component Serial Number _____

Fluid/Product Mfg _____ Fluid Brand _____
 SAE ISO Gal Qts L

Fluid Grade: _____ Sump Capacity _____

SAMPLE INFORMATION

Fluid Changed Yes No Filter Changed Yes No

Sample Date _____
 HRS KM MI HRS KM MI

Unit Age _____ Fluid Age _____

PO # _____ Work Order # _____

Filling Out the Equipment / Sample Registration

ACCOUNT INFORMATION **ORDER #: OR00003880**

Company Name _____

Company Worksite/Location _____ Contact _____


Address _____

City _____ State _____ Zip _____


Phone _____ Email _____

- If you want the sample registered to a specific customer account, and not to your dealer account, complete the customer information section so that the lab know to log this sample to the client account.

Page 1 of 1

 **BUREAU VERITAS**

Equipment & Sample Registration

 **S20191013010348**

Complete this form **only** if:
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ACCOUNT INFORMATION **ORDER #: OR00003880**

Company Name _____

Company Worksite/Location _____ Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

UNIT INFORMATION

Unit ID _____ Unit Mfg. / Model _____

Unit Serial # _____ Unit Worksite _____

COMPONENT INFORMATION

Component Sampled:

<input type="checkbox"/> Engine (Fuel Type)	<input type="checkbox"/> Final Drive	<input type="checkbox"/> Compressor	Position:
<input type="checkbox"/> Diesel	<input type="checkbox"/> Planetary	<input type="checkbox"/> Gearbox	<input type="checkbox"/> Front <input type="checkbox"/> Left
<input type="checkbox"/> Gasoline	<input type="checkbox"/> Tandem	<input type="checkbox"/> Differential	<input type="checkbox"/> Center <input type="checkbox"/> Right
<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Swing Drive	<input type="checkbox"/> Crusher	<input type="checkbox"/> Rear <input type="checkbox"/> Upper
<input type="checkbox"/> Propane	<input type="checkbox"/> Cooling System	<input type="checkbox"/> Speed Reducer	<input type="checkbox"/> Lower
<input type="checkbox"/> Transmission (Type)	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Auto	<input type="checkbox"/> Pump Drive		
<input type="checkbox"/> Manual			
<input type="checkbox"/> Hydrostatic			

Component Mfg./Model _____ Component Serial Number _____

Fluid/Product Mfg SAE ISO _____ Fluid Brand Gal Qts L _____

Fluid Grade: _____ Sump Capacity _____

SAMPLE INFORMATION

Fluid Changed Yes No _____ Filter Changed Yes No _____

Sample Date _____ HRS KM MI _____ HRS KM MI _____

Unit Age _____ Fluid Age _____

PO # _____ Work Order # _____

Filling Out the Equipment / Sample Registration



If you registered the sample via the LOAMS Mobile app or LOAMS, you just need to send the bottle.



If you are not pre-registering the sample, you need to submit the form with sample.



LOAMS SUPPORT DESK:

Phone: **1.800.655.4473**

Email: **LOAMS@us.bureauveritas.com**