



DRIVING SMART DECISIONS™

SOIL SAMPLE SUBMISSION GUIDE FALL 2018

SOIL SAMPLE SUBMISSION GUIDE

This guide contains everything you need to be prepared for the soil sampling season. From sampling instructions to online access through our MyLab portal, our goal is to provide you with the tools necessary to help you make this upcoming soil season an efficient one! Please familiarize yourself with our processes ahead of time to avoid any potential delays during the season.

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Why Test Your Samples with Midwest Labs

Midwest Labs provides the Agricultural, Food & Beverage, Pet Food, Feed, Environmental and Fuel industries with a comprehensive testing and analytical services team, industry specialized account managers and over 40 years of experience to deliver fast, personalized and reliable results through advanced technology and industry-leading customer service.

- Independent Laboratory for 42 years.
- Industry-leading turnaround time - reported within 3 business days.
- Single site, centrally located in Omaha, Nebraska.
- In-house Agronomist reviews every sample before reporting.
- Dedicated Quality Assurance staff.
- 6 Field Consultants located throughout the Midwest.
- 5 Industry-specialized Account Managers for year-round personalized service.
- 160+ full time employees.
- All results available 24/7 on our secure MyLab website.
- All boxes are separated and retained for recycling.
- All retained soil samples are used as cover in a landfill.
- Discounts available for auto-submitted paperwork.

How We Work

- Basic soil test package includes: Organic Matter, Available Phosphorus (P₁ Weak Bray and P₂ Strong Bray), Exchangeable Potassium, Magnesium, Calcium and Hydrogen, Soil pH, Buffer Index, Cation Exchange Capacity, Percent Base Saturation of Cation Elements.
- All soil test data transferred from the instrument to our secure network automatically (no hand-entered data).

- Customized proprietary technology and robotics throughout the lab.
- All soil results electronically delivered in a format requested by the client.
- During peak soil season, 30 to 50 part-time and temporary employees with college degrees assist with processing soil samples.
- Our quality system includes known samples, blank samples, instruments calibrated repeatedly to known standard solutions and hidden check samples. As a result, 670 individual steps are completed for every 1000 basic soil tests.
- We do not share analytical information with any outside party, unless approved by the client.
- We are focused entirely on delivering accurate, reliable analytical data. We do not perform any of the field soil sampling.
- Other soil analyses available include: Nitrate-Nitrogen, Micronutrients, Nematodes (Soybean Cyst and Plant Parasitic), Texture, and many more.

How to Take a Soil Sample

The main question we get every year is 'how do I take a soil sample?'. We have included some excellent reference materials to get you started.

1. Divide your field into areas which have the same soil type, color, slope, fertilizer and liming history, or if you are grid sampling, decide your grid size (2.5, 5, etc.)
2. Scrape away surface litter and sample 0-6 inches deep. If sampling established turf, sample from 0-4 inches deep.
3. Take approximately 15 cores or slices from each uniform soil area, mix thoroughly in a clean plastic or paper container, then fill soil sample bag to the line shown on the bag.
4. Several different tools such as a soil sampling probe, soil auger, or spade may be used in taking soil samples.
5. Label each soil sample bag with your name and identification to correspond to sample identification listed on the sample submittal form.
6. Avoid areas or soil conditions that are different such as fertilizer spills, poorly drained areas, or any other unusual area (or sample these areas separately).
7. Do not use galvanized, soft steel, or brass equipment if trace metal analyses are desired.

Download our eBook to learn more about soil sampling in our [Soil Sampling Guide](#)



Our MyLab Portal for Improved Account Access

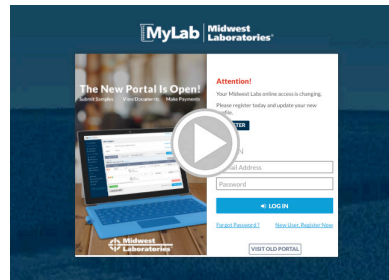
We have updated and improved the process by which our clients log in to order supplies, submit samples, view results, view billing information and pay invoices. The MyLab portal allows effective communication and a great platform to store and review your analysis reporting.

New Client? Register now for your MyLab Portal

1. Head over to this page: <https://mylab.midwestlabs.com/login>
2. Click 'New User, Register Now'
3. Complete the new user registration form (You are not setting up a new account if you already have one – just a profile on our portal).
4. If you have an existing account with Midwest Labs, you will be asked to provide your account number and password. This will connect you to your account. If you do not have the account information, you will need to call Client Services at 402-330-7770 and we will provide you the information needed.

Please note: If you are new to Midwest Labs, completing a new online profile and clicking 'No' to 'Do you have any existing accounts with Midwest Labs?' will start the process of setting up a new account.

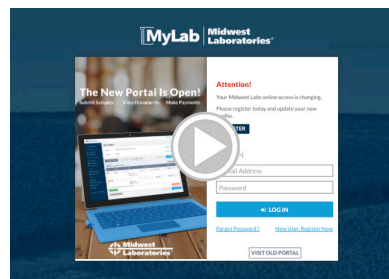
Watch a quick video on setting up your profile:
midwestlabs.com/soil-sample-submission-guide/



Ordering Supplies

1. Once you have received all of the correct permissions on your account, you will see the 'Order Supplies' option in the left-hand menu.
2. Add your supplies to the cart and complete your order.

Watch a quick video on ordering supplies:
midwestlabs.com/soil-sample-submission-guide/



SHIPPING BOXES

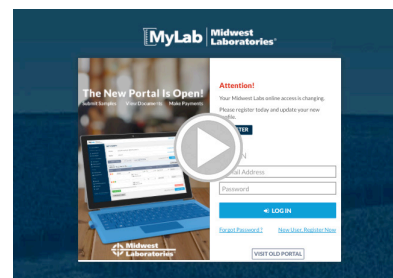
A variety of box sizes are available on the portal.
mylab.midwestlabs.com

Auto-Submitting Your Samples

Avoid delays in your reports by auto-submitting your samples through our new portal.

1. Prepare your samples.
2. Once you have received all of the correct permissions on your account, you will see the 'Submit Samples' option in the left-hand menu. Click this option.
3. Select 'Agriculture' and then 'Soil' under sample type.
4. Next fill in the required fields (Grower's Name, Sample ID, Test Type, Depth, and up to 3 Recommendations)
5. Continue to add or duplicate the Sample Type depending on how many you are sending in.
6. Review order and print off Submittal Form.

Watch a quick video on auto-submitting your soil samples:
midwestlabs.com/soil-sample-submission-guide/



If you need assistance with setting up your profiles, ordering supplies or auto-submitting samples, please call Client Services at 402.330.7770

Sample Packaging and Shipping Information

1. If samples are wet, we suggest they be doubled-bagged before packing for shipment.
2. Place sample bags in a sturdy, spill-proof container and pack lightly to prevent opening and spillage in shipment.
3. Place the completed submittal form in the box with the samples. If more than one box is submitted number them on the outside (ex: 1 of 6, 2 of 6, 3 of 6, etc.).
4. Samples may be shipped by USPS, UPS, FedEx, Spee-Dee or dropped off between 8am and 5pm at the receiving area of our lab at 13611 B Street.

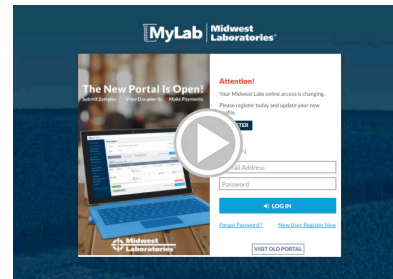
We now offer \$20 Flat Rate Shipping: <https://midwestlabs.com/resource/shipping-options-clients/>

Accessing Your Reports

Through the MyLab portal.

1. Once you have received all of the correct permissions on your account, you will see the 'View Reports' option in the left-hand menu.
2. Click on 'Select Account'
3. Choose your account.
4. You can view your reports by clicking 'Report' in the list. For full report functionality, click 'Soil Results & Recs'

Watch a quick video accessing your reports:
midwestlabs.com/soil-sample-submission-guide/



2018 Mobile App

Our new mobile app allows for business on the go:

1. Schedule your pick-ups
2. View your analysis reports
3. Order supplies

App available for Android and iPhone

<https://play.google.com/store/apps/details?id=com.mwl.midwestlabsmobile>
<https://itunes.apple.com/us/app/midwest-labs-mobile/id1403989987?mt=8>



Interpreting Your Reports
Download our eBook [Interpreting Soil Analysis](#)
to learn more about interpreting your Midwest Labs
soil analysis report.



Soil Testing Webinar:

Watch our webinar where Tim Mundorf walks you through
your soil analysis results

<https://attendee.gotowebinar.com/recording/5342372360731667202>

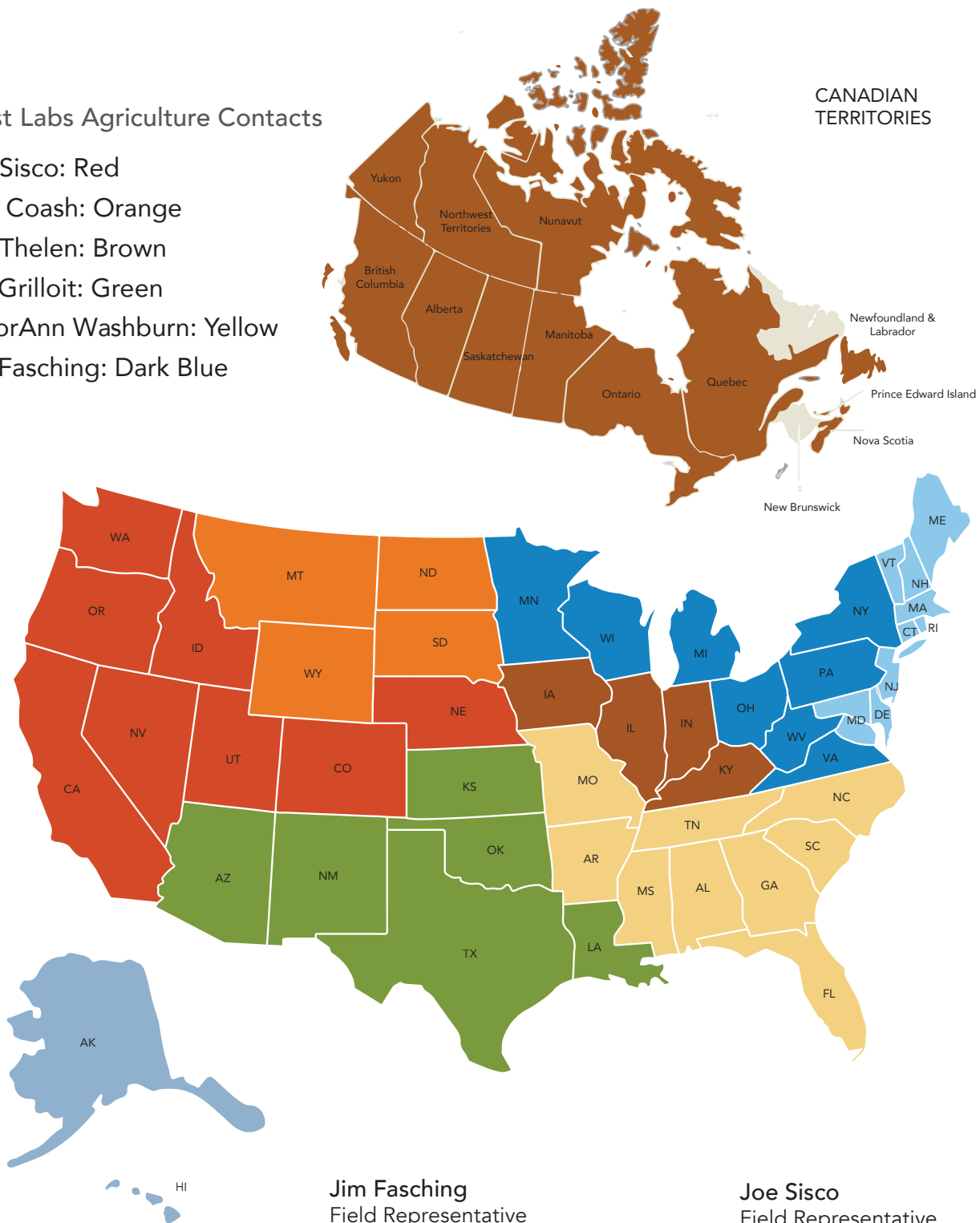
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Midwest Labs Agriculture Contacts

- Joe Sisco: Red
- Don Coash: Orange
- Joe Thelen: Brown
- Jim Grilloit: Green
- TaylorAnn Washburn: Yellow
- Jim Fasching: Dark Blue

CANADIAN TERRITORIES



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 402-999-6611

Portal FAQ

Why a new portal?

We are updating and improving the process by which our clients log in to order supplies, submit samples, view results, view billing information and pay invoices. In the past, there was one login per account (account number and password). Any employee who had that account number and password had access to everything. Moving forward, each employee will have their login tied to their email address. The administrator for each account will be able to set up permissions for each user based on what they need access to on the client website. (Ex. An intern works with the company for a short time. During this time, the intern can have a login with limited permissions. When the intern leaves, the account administrator changes the intern's login to inactive and that user no longer has access to the account at all).


Can an account have multiple account administrators?

Yes. This can be set up by an account administrator or by your Midwest Laboratories account manager.


Will registering on the new portal override my old portal login?

No, you will continue to have access to the old portal login at www2.midwestlabs.com until that old portal is turned off at a future date.

Will registering on the new portal open a new account for me?

No, we will link your new user information to your current account. You can also do this by adding account numbers under  [Account Management](#) once you are logged in.

Will I be able to see all results on the new portal?

Yes, you have access to all results under  [View Reports](#).

Why does each employee need their own login on the new portal?

By each employee having their own login, it simplifies the process when someone leaves the company or changes positions. The account administrator has the ability to inactivate users when necessary or change their permissions.

What are the categories of permissions?

Account Admin Order Tests View Reports Order Supplies Billing


Will the new portal registration change the link between my sampling/mapping software and my Midwest Labs account?

No. Any connections that you had made between our system and your software will not change. The change only affects the way you log in to our website to order supplies, see results, view your bill and pay invoices.

I registered, but now I can't log in?

Make sure you check your email to verify your registration. If you are still unable to log in, click the [Forgot Password?](#) link on mylab.midwestlabs.com/login. Reset your password and try again. If you are still unable to log in, call Client Services at 402-334-7770.

How do I add new users to my account?

Click on  [Account Management](#) and choose the account that you would like to add the user to. Once you click "Add User," an email will be sent to that email address with a link that they will follow to complete their registration.

User Email

 + ADD USER
Add a user to this account

Can I use the same password I used in the past?

The new password needs to be 8 characters long and have two of the following: upper case letter, lower case letter, number, and/or special character. If your old portal password meets this criteria, then you can use that password.