



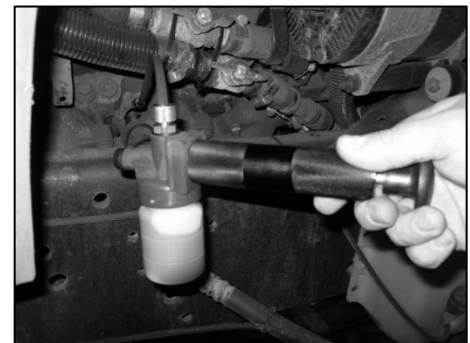
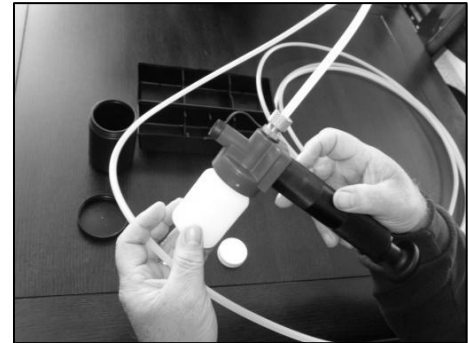
OIL SAMPLE INSTRUCTION SHEET

Revision B – Oct 2012

Taking the Sample

Note: Videos showing how to sample are available on our website under the “Blog” tab

- Start the engine and warm the oil for a minimum of 10 minutes prior to taking the oil sample.
 - **Note:** Warming the oil prior to taking the sample will allow it to circulate and flow well which will give a more representative sample and make it easier to take the sample.
- Remove sample jar and tubing from shipping bag and remove cap from sample jar. Set cap aside in a clean place.
- Remove pump from storage case.
- Install plastic tubing into pump knurled brass fitting so that approximately ¼” of tubing is sticking into pump o-ring cavity. Tighten knurled fitting securely so that tubing cannot be pulled out of fitting.
- Install sample jar onto vacuum pump and secure finger tight.
- Remove dipstick from engine or transmission on remove plug from differential case.
- Insert plastic tubing into dipstick tube (*engine, gearbox, compressor, transmission, etc.*) or access hole (*differential, etc.*) until resistance is met.
- Retract tubing 1-2” so that your sample is not drawn off the bottom of the sump.
- Actuate the pump handle to create suction and draw the oil sample up the plastic tubing and into the sample jar.
 - **Note:** A new pump may have a dry piston seal. To create improved suction, unscrew the black case from the main housing and apply a couple of drops of oil to the piston seal.
- Fill sample jar approximately 2/3 full. **Do not fill jar all the way full.**
- Carefully remove jar from pump and install plastic cap. Seal jar tightly.
- Remove plastic tubing from vacuum pump and throw plastic tubing away.
 - **Note:** Never reuse plastic tubing. You could contaminate other samples.
- Clean the pump o-ring cavity with a paper towel and place pump back into the plastic pump storage container.



Completing the Registration Form and Shipping the Sample

- Detach the Tracking Code sticker from the Registration Form and stick it to the outside of the sample jar (*as shown on the form*).
- Complete the Registration Form (*see reverse side of this instruction sheet*).
- Put sample and Registration Form into the return shipping bag (*if you purchased either the single or 3-pack retail kit*) or use the black plastic shipping container (*if you purchased the fleet 10-pack kit*).
- Detach return lab address label (*use the lab location nearest to you*) and place it on the outside of the return shipping bag or black plastic shipping container.

ONLINE SAMPLE SUBMISSION: Now, you can submit your sample information online. Just go to www.eoilreports.com. If you've previously submitted samples through our online Horizon database, log in using your email address and password. Otherwise, use the “Create Horizon Account” section to begin the process.



JG Lubricant Services, LLC

P.O. Box 622

Plainfield, IN 46168

1-877-971-7799

www.jglubricantservices.com

OIL SAMPLE INSTRUCTION SHEET

Revision B – Oct 2012

Registration Form (Customer and Equipment Information Section)

- Fill out the Registration Form and include as much information as possible. **Note:** *At the very minimum, we need your name, address, phone number and email address. The email address is very important since that's our primary means of getting the report back to you.*
- Fill in your Account Number. This will be a code that looks similar to JGLUBR-XXXX-XXXX. **Note:** *Your Account Number is shown on your reports, if you have previously submitted samples to us.*
- Component ID** - Identify the vehicle or piece of equipment being sampled. **Note:** *Use something that's meaningful to you (Truck# XXXX, Bus# XXXX, Motor Home Manufacturer, Boat Manufacturer, etc.)*
- Secondary ID** – Use this to further describe the equipment you are sampling (VIN, Serial Number, etc.).
- Sample Point** – Select the type of Engine, Transmission, Mobile Gear/Bearing, Hydraulic, or Coolant
- Note:** *If this is a sample of new oil (for reference), please check the box labeled "New Reference"*
- Check the position where the sample was taken (if applicable).
- Fill in Date Sampled, Lube Time and Component Time. **Note:** *Lube Time is the time on the oil since last sampled or changed. Component time is the odometer or hour meter reading when the sample was taken.* Check the appropriate box to show us how you measure Lube Time and Component Time (miles, kilometers, hours, etc.).
- Fill in the amount of Lube Added since the last sample or oil change (if applicable) and the unit of measure (Qt., Gal, or Liter).
- Check whether or not the lube was changed after the sample was taken. Also, check the appropriate boxes to show us if there was any Lube Added or if the Lube or Filter was changed since the last sample or from the last oil change.
- In the "Special Comments or Problems" section you can provide us with additional information that you feel will help us do a better job at analyzing your sample. Or, if you have a question, this is where you should write it down.
- Check Application Type (check the box the best identifies your vehicle type or piece of equipment)

Component Registration Section

- Fill in the Lube (oil) manufacturer (Shell, Mobil, Chevron, etc.) and the Product Name (Rotella, Delvac, Delo, etc.) and the Grade (5W-30, 10W-30, 5W-40, 15W-40, 25W-40, etc.) and check whether it's SAE or ISO grade (if known).
- Complete the Filter Type and Filter Micron Rating (if known) and give us the Sump Capacity (if known).

Acct #		Customer		INTERNAL USE ONLY	
Distributor/Sales Rep		Attention			
Customer's Address 3700		City - State/Province - Postal Code - Country			
Email Address		Phone		Fax	
Sample Point		Component ID		Secondary ID	
Engine: <input type="checkbox"/> Diesel (AA) <input type="checkbox"/> Gasoline (ABUNL) <input type="checkbox"/> Natural Gas (BANGE) <input type="checkbox"/> LP Gas (BALPG) <input type="checkbox"/> Dual Fuel (AA2F)		Transmission: <input type="checkbox"/> Manual (BBMNT) <input type="checkbox"/> Auto/Powershift (BBAPT) <input type="checkbox"/> Torque Converter (BBTRQ) <input type="checkbox"/> Hydrostatic (BBHYD) <input type="checkbox"/> Other		Mobile Gear/Bearing: <input type="checkbox"/> Differential (BBDIF) <input type="checkbox"/> Final Drive (BBFDR) <input type="checkbox"/> Planetary (BBPLT) <input type="checkbox"/> Steering (BBSTG) <input type="checkbox"/> Wheel Hub (BGWHL) <input type="checkbox"/> Power Take Off (BBPTO) <input type="checkbox"/> Swing Gear (BBSWG) <input type="checkbox"/> Other	
		Hydraulic: <input type="checkbox"/> Piston Pump (BHPIP) <input type="checkbox"/> Gear Pump (BHGP) <input type="checkbox"/> Vane Pump (BHVAN) <input type="checkbox"/> Other		Coolant: <input type="checkbox"/> Conventional Ethylene Glycol (CWCE) <input type="checkbox"/> Conventional Propylene Glycol (CWCP) <input type="checkbox"/> Organic Acid Ethylene Glycol (CWOE) <input type="checkbox"/> Organic Acid Propylene Glycol (CWOP) <input type="checkbox"/> Hybrid OAT Ethylene Glycol (CWEH) <input type="checkbox"/> Hybrid OAT Propylene Glycol (CWHF)	
<input type="checkbox"/> New Reference		Position (if Applicable) <input type="checkbox"/> Chassis <input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Center			
Date Sampled		Lube Time		Component Time	
<input type="checkbox"/> Mi <input type="checkbox"/> Km <input type="checkbox"/> Hr <input type="checkbox"/> Day <input type="checkbox"/> Mo <input type="checkbox"/> Yr		<input type="checkbox"/> Mi <input type="checkbox"/> Km <input type="checkbox"/> Hr <input type="checkbox"/> Day <input type="checkbox"/> Mo <input type="checkbox"/> Yr			
Lube Added		Lube Changed		Filter Changed	
<input type="checkbox"/> Qt <input type="checkbox"/> Gal <input type="checkbox"/> Ltr		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Specify Additional Testing Requested		Special Comments or Problems			
REGISTRATION					
Component Manufacturer		Component Model			
Application		<input type="checkbox"/> Transportation <input type="checkbox"/> O-T-R Trucking <input type="checkbox"/> Railroad <input type="checkbox"/> Construction <input type="checkbox"/> City/Highway Transit <input type="checkbox"/> Municipal Vehicle <input type="checkbox"/> Automotive <input type="checkbox"/> Off-Highway <input type="checkbox"/> Waste Handling/Landfill <input type="checkbox"/> Pickup/Delivery <input type="checkbox"/> Ready/Mix Concrete <input type="checkbox"/> Quarry <input type="checkbox"/> Marine <input type="checkbox"/> Aggregate <input type="checkbox"/> Other <input type="checkbox"/> Agricultural <input type="checkbox"/> Mining <input type="checkbox"/> Utility <input type="checkbox"/> Coal Mining			
Lube Manufacturer		Product Name		Grade	
<input type="checkbox"/> SAE <input type="checkbox"/> ISO					
Filter		Filter Micron Rating		Sump Capacity	
<input type="checkbox"/> Full-Flow <input type="checkbox"/> By-Pass <input type="checkbox"/> Kidney Loop <input type="checkbox"/> None <input type="checkbox"/> Other				<input type="checkbox"/> Qt <input type="checkbox"/> Gal <input type="checkbox"/> Ltr	