AGRONOMY

HOW TO COMPLETE THE CEMA 216 SUBMISSION FORM

A step-by-step guide for Technical Service Providers and Qualified Investigators submitting soil health samples to AgSource.

Every sample set sent for CEMA 216 testing must arrive with a completed submission form. A form that is missing contact information, dates, or a test package selection will delay processing. Work through the six steps below before the cooler leaves your truck.

1. **Know who the three parties are.** These are usually three different people,and mixing them up is the most common error on the form.

Client	The person or company that will receive the results.
Qualified Investigator	The person who physically takes the samples.
Grower	The person or company farming the field being sampled.

2. **Complete Client Information and the NRCS contract number.** Name,address, city/state/ZIP, email, and phone are all required. Enter the NRCS contract number exactly as it appears on the producer's CEMA 216 contract to maintain continuity of results linked to the producer.

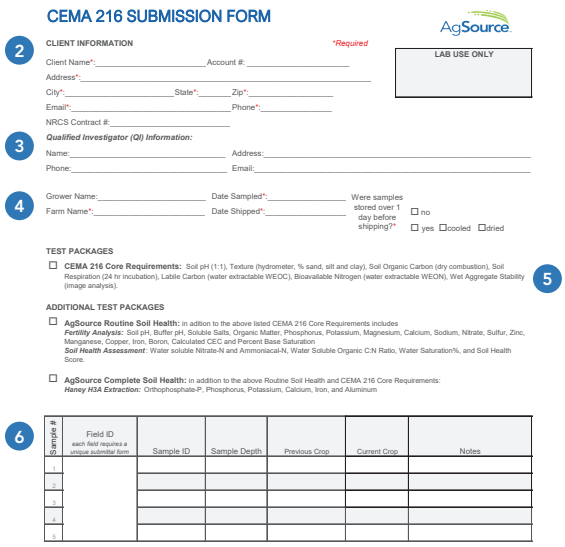
3. **Fill in the Qualified Investigator block.** Give the name, address, phone,and email of the individual who collected the samples — not the office or the client — so the lab can reach them with sampling questions.

4. **Record grower, farm, and both dates.** Farm Name, Date Sampled, and Date Shipped are required. Then answer the storage question: if samples were held more than one day before shipping, check yes and mark whether they were cooled or dried.

5. **Check a test package.** CEMA 216 Core Requirements covers the program minimum. Add AgSource Routine Soil Health for fertility and soil health assessment, or AgSource Complete Soil Health for Haney H3A extraction on top of Routine. At least one box must be checked.

6. **List each sample in the table — one form per field.** Sample IDs must match the bag labels exactly. Note depth, previous crop, current crop, and anything unusual about the location.

Sample #	Field ID	Sample ID	Depth	Previous Crop	Current Crop	Notes
1	North 40	N40-A	0–8"	Soybeans	Corn	Cooled, shipped next day


CEMA 216 SUBMISSION FORM

AgSource

2 CLIENT INFORMATION *Required

LAB USE ONLY

Client Name*: Account #:

Address*:

City*: State*: Zip*:

Email*: Phone*:

NRCS Contract #:

3 *Qualified Investigator (QI) Information:*

Name: Address:

Phone: Email:

4 Grower Name: Date Sampled*: Were samples stored over 1 day before shipping?* ☐ no ☐ yes ☐cooled ☐dried

Farm Name*: Date Shipped*:

TEST PACKAGES

☐ **CEMA 216 Core Requirements:** Soil pH (1:1), Texture (hydrometer, % sand, silt and clay), Soil Organic Carbon (dry combustion), Soil Respiration (24 hr incubation), Labile Carbon (water extractable WEOC), Bioavailable Nitrogen (water extractable WEON), Wet Aggregate Stability (image analysis). 5

ADDITIONAL TEST PACKAGES

☐ **AgSource Routine Soil Health:** in adition to the above listed CEMA 216 Core Requirements includes ***Fertility Analysis:*** Soil pH, Buffer pH, Soluble Salts, Organic Matter, Phosphorus, Potassium, Magnesium, Calcium, Sodium, Nitrate, Sulfur, Zinc, Manganese, Copper, Iron, Boron, Calculated CEC and Percent Base Saturation ***Soil Health Assessment***: Water soluble Nitrate-N and Ammoniacal-N, Water Soluble Organic C:N Ratio, Water Saturation%, and Soil Health Score.

☐ **AgSource Complete Soil Health:** in addition to the above Routine Soil Health and CEMA 216 Core Requirements: ***Haney H3A Extraction:*** Orthophosphate-P, Phosphorus, Potassium, Calcium, Iron, and Aluminum

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Sample #	Field ID (each field requires a unique submittal form)	Sample ID	Sample Depth	Previous Crop	Current Crop	Notes
1						
2						
3						
4						
5						

BEFORE YOU SHIP, CONFIRM

- ✓ Client name, account, and full contact information
- ✓ NRCS contract number
- ✓ Qualified Investigator name, phone, and email
- ✓ Grower and farm name
- ✓ Date sampled and date shipped
- ✓ Storage question answered (cooled or dried)
- ✓ At least one test package checked
- ✓ One form per field, sample IDs matching bag labels

WHERE TO SEND SAMPLES

AgSource · 300 Speedway Circle, Suite 2 · Lincoln, NE 68502

Samples that are not dried are best shipped at the beginning of the week so they arrive before the weekend.

QUESTIONS: 402.476.0300

lincoln@agsource.com