



To use the same test/sub-groups as last year, select "Y" and do not fill in table(s) below

Calendar Year:	2022		
Program Name:	Demo Program	Program Number (###):	123
Project Name:	2022 Demo	Project Number (###-##):	123-01
		Use same test/sub groups as last year?	N

Test Groups and Sub Groups control which tests get assigned to a given sample. Using them effectively within WinLIMS can speed up your pre-registration of samples, or alternatively, can decrease the amount of time it takes for Sample Receiving to process your samples.

Most projects will only require a single test group with a few sub-groups. VAEL Reserves the right to change or update test groups and/or sub-groups to minimize server and administrative overhead.

**Test Group 1**

Test Group Name	<b>{Testgrp1}</b>				
Sub Group Name(s)	default tests*	Deep	Shallow	[subgrp3]	[subgrp4]
	Phosphorus Total	NPOC	NPOC		
	Nitrogen Total	Alkalinity Auto Titrator	Alkalinity Auto Titrator		
		IC Anions	IC Anions		
			Chlorophyll-a		

Create a brief name for your Test Group, ie "Core"

Using the drop-down window, select the test you'd like to add to your default test group. You will only be able to choose from the tests you've selected in your Sample Plan (previous page). These tests will be added to all samples for which this Test Group is assigned

Name and add tests to your sub-groups (ie "shallow" and "deep". If a sub-group is assigned to a sample, these tests will be added (in addition to the test(s) in you your default Test Group)

Add as many subgroups as you need (usually only 1 or 2)

\*These tests will be added to every sample assigned this test group

Example: If you were to create a sample with the "Core" test group and the "shallow" sub-group, you would be requesting TP, TN, NPOC, Alkalinity and IC Anions for that sample. Only one sub-group can be assigned to a sample.

Save file using convention “Sample Plan 20XX\_Proj#” (for this example: Sample Plan 2023\_12-01)

Submit to [agr.vael@vermont.gov](mailto:agr.vael@vermont.gov)

Please allow 10 business days between submission of your SSP and your first sample submission. You will receive an email confirmation when we are ready to submit your samples

Questions??

Email [agr.vael@vermont.gov](mailto:agr.vael@vermont.gov)

Call 802-585-6073