

## Oil and Coolant Analysis Sampling Instructions

*Please visit [www.wheelhousetech.com/services/oil-and-coolant-analysis/](http://www.wheelhousetech.com/services/oil-and-coolant-analysis/) for complete User Guides, Metals Guide, and “How to Read” instructions for the various analysis reports.*

There are several ways to draw a sample including vacuum pump, oil change systems, drain cocks and other methods. The following steps should be followed if using a vacuum pump. Use a red sample pump for oils and a blue sample pump for coolants to avoid cross contamination.

**Step 1** – Warm up the system so that the oil/coolant is warm and homogeneous. Carefully unpack the SeaKits Brand Fluids Analysis Kit and place material on a clean surface. If sampling a component for the first time, fill out the Component Registration Form part of the prepaid form. For previously registered equipment just fill out and affix the smaller prepaid testing label to the sample bottle. Remember to use the same Unit ID you used when registering your equipment for the first time so your results are linked. If you forgot your Unit ID, log on at [coilreports.com](http://coilreports.com) to view your previous samples.

**Step 2** - Insert the tube through the knurled knob on the head of the vacuum pump and tighten the knob. The tube should extend about 1 inch beyond the base of the vacuum pump head. To avoid cross contamination, only use a red pump for oil and blue pump for coolant.

**Step 3** - Screw the white sample jar to the bottom of the vacuum pump head and tighten securely. Place the tube’s free end into the oil/coolant/fuel source at a mid-volume location (avoid sampling the bottom of the sump or tank).

**Step 4** - Push and pull the vacuum pump plunger a few times to start the suction; you will see fluid in the tube as flow starts. Continue pumping until sample jar is  $\frac{3}{4}$  full. Avoid contamination of the vacuum pump head by holding the pump upright throughout the sampling process.

**Step 5** - Unscrew the sample jar from the vacuum pump and screw the jar’s lid on securely. Allow any remaining fluid in the tube to drain back into the tank/sump; remove tube from the equipment. Loosen the vacuum pump knurled knob and carefully remove the tube and properly dispose of it (Never reuse tubing). Clean the pump head thoroughly and store it in its container.

**Step 6** – Place the Sample Jar Label (small Prepaid Testing label) on the white sample jar. Place the mailing label on the black return mailer jar or envelope. Put the white jar in the mailer. If a written Component Registration Form (First equipment sample) was used, put it in the mailer with the sample bottle. Send the sample to the lab immediately using the prepaid postage or your own postage, as applicable. Keep the stub with barcode / tracking information for your records and to track your sample.

**Step 7** – In 5 to 7 days your results will be emailed to you. Also you can set an account to view your records on-line by going to [www.coilreports.com](http://www.coilreports.com) and entering your barcode / tracking number.

**Contact Us:** Please feel free to contact us directly with any questions you may have in filling out sample labels or technical support on analysis results at the numbers below. You can also send us an e-mail at [info@wheelhousetech.com](mailto:info@wheelhousetech.com).

Customer Support: 978-562-5211

Technical Support: 877-458-3314