It is not necessary to run the transmission before you take the sample.

If you’re taking your sample while changing the oil, let some oil drain before you fill up the bottle. Try not to get either the first or the last oil out of the transmission.

1. If you can’t access the pan and need to use a pump, thread the pump tubing down the dipstick tube and pump a sample up into the sampling bottle. The length of the pump tubing you feed down the dipstick tube should be equivalent to the length of the dipstick.
2. We need 3 oz to complete all our tests. But even if you only have 1 oz, we can still do at least three of our four tests. If you have questions about whether we’ll be able to work with your sample, call us at 260/744-2380.
3. Complete the oil sample information slip.
   * For the Unit ID field, please identify what you’d like to call this transmission (F150 transmission, etc.).
   * Most people do not add make-up oil to their transmission in between oil changes. You can probably leave this field blank. If your transmission leaks oil, please note that on the information slip.
   * We do not run a [TBN](http://blackstone.fergdev.com/do-i-need-a-tbn/) on transmission oil (that test is for engine oil only). However, we can run a Total Acid Number test (TAN) for you if you’d like for the same price. This test tells you how acidic the oil has become. Not all oils start at 0.0 though, so it’s helpful to know what the TAN started out at, to know how much acidity the oil has gained.
4. Wrap the gray material around the oil sample and put both in the plastic bag. Roll together the sample, information slip, and a check or credit card number. Put it all in the black mailer tube and send it to us.

Some post offices mistake oil samples for hazardous material. Oil is not hazardous. Blackstone Laboratories’ oil sample kit meets all postal requirements. To see a letter you can give the post office to help reassure them that it’s okay to send, please [**click here**](http://blackstone.fergdev.com/wp-content/uploads/2018/04/Post-Office-Letter3.jpg).