

SAMPLE SUBMISSION GUIDE



Environmental Science

Part of Normec

- 1. Container shipping** – Coolboxes or ESKs – sent to office or site by i2.



- 2.** Open the container and make sure you have enough bottles/jars to collect all samples.



SOIL CONTAINERS

WATER CONTAINERS

- 3. Sample Labelling** – Ensure sufficient information is included on the labels/containers to allow for identification.

- 4. Filling Sample containers** – The number of containers/volume requirements will be indicated in your quotation or by the customer service team.

Standard soil container suites are:

Soils– 500g tub, 60g jar, 30g VOC soil jar (general testing including asbestos and leachates. Note, 2:1 leachate may require an extra 500g tub)

- WAC – 500g tub, 60g jar, 30g VOC jar
- BS 3882:2015 Topsoil Suite – 2kg minimum

Note : The 30g VOC soil jar is for Volatile testing (VOCs, >EC5-EC10 TPH bands, Solvents, VFAs, etc.) so can be excluded if not required.

Standard water bottle suites are:

- Waters – 2 x 300ml glass bottle, 2 x 40ml glass vial
- Inclusion of BOD – additional 300ml bottle
- Inclusion of accredited TPH CWG – additional 300 ml bottle

Note: The 40ml water vials are for Volatile testing (VOCs, >EC5-EC10 TPH bands, Solvents, VFAs, etc.) so can be excluded if not required. These represent a “standard” suite of testing, please get clarification from your quotation or account manager if unsure on a specific project.

40ml water vial, 30g VOC soil jar, and 300ml bottles for BOD, require samples to be filled with zero 'headspace' (no air gap). All other containers to be filled as full as possible.

Note: 40ml water vial and 30g VOC soil jar have PTFE seals within the lid to allow for a gas-tight seal without contaminating the sample.

5. Please try and ensure the label information on the container is not obscured and is legible and place into the coolbox/ESK with any available frozen icepacks (these can be provided).

6. Please ensure appropriate information is included with the samples to allow for identification. If providing scheduling instructions with the samples please make sure the CoC form is fully completed, including water sample matrices if known:

i2 SAMPLE CHAIN OF CUSTODY RECORD											
	7 Woodshots Meadow Croxley Green Business Park Watford WD18 8YS			Client: Address: Client e-mail: Project/Site Name: Project/Site Code:		Date samples dispatched: Samples delivered/collected by: Sampler ID			sheet of		
	Tel: 01923 225404 Fax: 01923 237404 reception@i2analytical.com			Contact Name: Tel: Fax:		Turnaround time/date results due:			One project/s per sheet please Client PO		
Lab Use	BH or TP or Sample ID	Depth (m)	Date sample taken	Time sample taken	Please indicate the analysis is required for each sample by marking the boxes						
					<input type="checkbox"/> S-soil, W-water, L-leachate, O-other	<input type="checkbox"/> Waters only - Mar x Cells (see below)	<input type="checkbox"/> no. of containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Essential for Deviating Samples Assessment → Date sample taken</p> <p>Avoid delays by completing here → Time sample taken</p> <p>Waters - provide the sample matrix → Waters only - Mar x Cells</p> <p>If required → no. of containers</p> <p>Please inform us of any likely hazards → Possible Hazard Identification</p> <p>For use with data loggers → avg. transport temp.</p> <p>Help us get the testing right → LAB USE ONLY</p>											
Total no. of samples:		Special instructions / QC, requirements & comments: Please provide water matrix information on the Chain of Custody. GW = Groundwater, SW = Surface Water, PN = Potable Non Regulatory Water, PW = Process Water (Heating/Cooling), DI PW = Process Water (DI/RO), FSE = Final Sewage Effluent, LL = Landfill Leachate. If other, please indicate on C.O.C.		Possible Hazard Identification Non-hazardous <input type="checkbox"/> Hazardous <input type="checkbox"/> Unknown <input type="checkbox"/>		avg. transport temp. in transport			archive for		i2 QUOTE NO
<p>Sample disposal (a fee maybe assessed if samples are retained longer than 1 month)</p> <p>LAB USE ONLY Date received: _____ time: _____ by: _____ Date introduced: _____ time: _____ by: _____</p>											

If you have any questions please contact your account manager or a member of the customer service team on 01923 225 404