## SAMPLE SUBMISSION GUIDE

**Container shipping –** Coolboxes or ESKs – sent to

office or site by i2.



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



Part of Normec







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

## 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  $-2 \times 300$  ml glass bottle,  $2 \times 40$  ml 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.

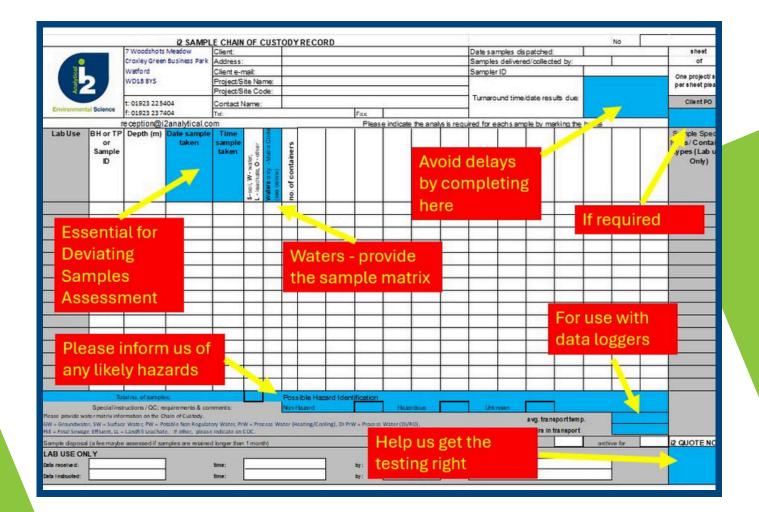
Note: 40ml water vial and 30g VOC soil jar have PTFE seals within the lid to allow for a gas-tight seal without contaminating the sample.



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).



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:



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