

# 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



ASBESTOS CONTAINER

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 leachates. Note, 2:l leachate may require an extra 500g tub)

- WAC (BS EN 12457) – 2 kilos of sample including 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.

**Note: Asbestos testing requires a separate container.**

#### 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:

**2 SAMPLE CHAIN OF CUSTODY RECORD**

Client: 7 Woodshots Meadow  
 Address: Croxley Green Business Park  
 Watford  
 WD18 8Y5  
 Client e-mail:  
 Project/Site Name:  
 Project/Site Code:  
 Contact Name:  
 Tel: 01923 225404  
 Fax:  
 Date samples dispatched:  
 Samples delivered/collected by:  
 Sampler ID:  
 Turnaround time/date results due:

Lab Use: BH or TP or Sample ID, Depth (m), Date sample taken, Time sample taken, Matrix (W-water, L-leachate, O-other), Waters only - Matrix Code (see below), no. of containers

**Essential for Deviating Samples Assessment** (points to Date sample taken)

**Avoid delays by completing here** (points to Matrix)

**Waters - provide the sample matrix** (points to Matrix)

**If required** (points to Turnaround time/date results due)

**Please inform us of any likely hazards** (points to Possible Hazard Identification)

**For use with data loggers** (points to avg. transport temp. in transport)

**Help us get the testing right** (points to LAB USE ONLY section)

LAB USE ONLY  
 Date received: [ ] time: [ ] by: [ ]  
 Date introduced: [ ] time: [ ] by: [ ]

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