SAMPLE SUBMISSION GUIDE

- Container shipping Coolboxes or ESKs sentto office or site by i2.
- Open the container and make sure you have enough bottles/jars to collect all samples.











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 on your quotation or by the customer service team.

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.

Standard water bottle suites are:

NOTES:

- Waters -2×300 ml glass bottle, 2×40 ml glass VOC vials*
- Inclusion of BOD additional 300ml bottle
- Accredited TPH analysis additional 300ml bottle

Standard soil container suites are:

- Soils 500g tub, 60g jar, 2 × 30g VOC soil jars *
- WAC (BS EN 12457) 2 kg plus 60g jar & 2 x 30g VOC jars*
- BS EN 12457 Leachate (all stages) 2 kg
- BS 3882:2015 Topsoil Suite 2kg minimum
- NRA Leachate 500g tub

Asbestos testing requires a separate container

• The 30g VOC soil jars are for volatile testing (VOCs, >EC5- EC10 TPH bands, Solvents, VFAs, etc.) so can be excluded if not required.

- 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.
- *Two VOC containers are advised to allow for repeat/dilution of these volatile parameters from the second container to avoid deviation.
- If scheduling a soil sample for WAC analysis (BS EN 12457) and a suite of general testing $2 \times 1L$ tub, $1 \times 60g$ jar and $2 \times 30g$ VOC jar is sufficient for analysis. Extra 500g tub and additional jars are not required.

These represent a "standard" suite of testing, please get clarification from your quotation or account manager if unsure on a specific project.





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 SAMP	LE CHAIN OF CUST	ODYRECORD			No	26 18
7 Woodshots Meadow	Client:	- THE COME		Date samples dispatched:	- B - W	sheet
Croxley Green Business Park	Address:			Samples delivered/collected by:		of
Watford	Client e-mail:			Sampler ID	20	10 00000
WD18 8YS	Project/Site Name:			40.		One project/site per sheet please
	Project/Site Code:	J				ber silieer blease
t: 01923 22 5404	Contact Name:			Turnaround time/date results due:	A Property of	Client PO
£ 04022 22 7404	Tal-	Fax	Ť	-	57	
Part of Normec Part o	om		use indicate the analysis red	uired for eachs ample by marking the	h s	
Essential for Deviating	Time sample taken Francis Code F	Waters - pr	Avoid by collaboration here	delays mpleting	If required	9 nple Specific N s/ Container .ypes (Lab use Only)
Samples		the sample	matrix			90
Assessment			A			
				For	use with	
Please inform us of				dat	a loggers	
					A	
any likely hazards						
and thou						
Total no. of samples:		Possible Hazard Identification			27	
Special instructions / QC; requirements & co	imments:	Non-Hazard	Hazardous	Unknown		
Please provide water matrix information on the Chain of Custody.			- No. of the Party	a vg. transport tem p).	
GW = Groundwater, SW = Surface Water, PW = Potable Non Regula FSE = Final Sewage Effluent, IL = Landfill Leachate. If other, pleas		later (Heating/Cooling), DI PrW - Proce	ss water(DI/RO),	rs in transport		
Sample disposal (a fee maybe assessed if samples are retained longer than 1 mionth) Help us get the					archive for	i2 QUOTE NO
LAB USE ONLY						
Data received:	time:	by:	testing right	2		
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questions please contact your account manager or a member of the customer service team on 01923 225 404

BREAKDOWN OF SOILS CONTAINERS



500g Tub – Used for general (non-organic) testing and NRA Leachate analysis.





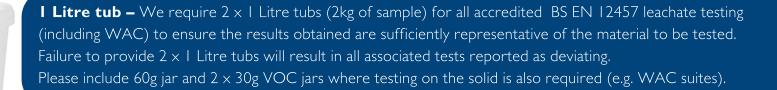
60g Jar – Used for 'as received' testing and general organics analysis - e.g. Phenol, Cyanide, PAH, TPH (>EC10), PCB, etc. These jars do not have a PTFE seal so cannot be used for volatile testing.



30g VOC Jar – For volatile testing e.g. BTEX/VOCs/EC5-EC10 TPH bands. We advise two VOC jars for the provision of repeat/dilution of these volatile parameters from the second jar to avoid deviation. These jars have a PTFE seal specifically for volatile testing.



180ml Asbestos tub – We require at least 100g of dried sample to carry out accredited asbestos analysis. This container filled full allows us to align with best practice for the safe preparation for analysis.



Note - If scheduling a soil sample for WAC analysis (BS EN 12457) and a suite of general testing - $2 \times 1L$ tub, $1 \times 60g$ jar and $2 \times 30g$ VOC jar is sufficient for analysis. Extra 500g tub and additional jars are not required.