

SAMPLE SUBMISSION GUIDE - NORMEC i2 ANALYTICAL

- 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.



- 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 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:

- Waters – 2 x 300ml glass bottle, 2 x 40ml glass VOC vials*
- Inclusion of BOD – additional 300ml bottle
- Accredited TPH analysis – additional 300ml bottle
- PFAS - additional 50ml PP container

Standard soil container suites are:

- Soils – 500g tub, 60g jar, 2 x 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

NOTES:

- 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 x 1L tub, 1 x 60g jar and 2 x 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.

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										No	sheet
		7 Woodshots Meadow Croxley Green Business Park Watford WD18 8YS		Client:		Date samples dispatched:		Samples delivered/collected by:		sheet of	
		t: 01923 225404 f: 01923 237404		Address:		Sampler ID		Turnaround time/date results due:		One project/ sheet please	
		reception@i2analytical.com		Project/Site Name:		Project/Site Code:		Client PC		Sample Sp/ Notes/Cont types (Lab Only)	
		Please indicate the analysis required for each sample by marking the boxes		Contact Name:		Tel:		Fax:			
Lab Use	BH or TP or Sample ID	Depth (m)	Date sample taken	Time sample taken	S - soil, W - water, L - leachate/O - other Waters only - Matrix Code (below)	No. of containers					
<p>ESSENTIAL FOR DEVIATING SAMPLES ASSESSMENT</p> <p>WATERS - PROVIDE THE SAMPLE MATRIX</p> <p>AVOID DELAYS BY COMPLETING HERE</p> <p>IF REQUIRED</p> <p>PLEASE INFORM US OF ANY LIKELY HAZARDS</p> <p>FOR USE WITH DATA LOGGERS</p> <p>HELP US GET THE TESTING RIGHT</p>											
Total no. of samples:		Possible Hazard Identification		Non-Hazardous <input type="checkbox"/>		Hazardous <input type="checkbox"/>		Unknown <input type="checkbox"/>			
<p>Special instructions / QC, requirements & comments:</p> <p>Please provide water matrix information on the Chain of Custody.</p> <p>W = Groundwater, SW = Surface Water, PW = Potable Non Regulatory Water, PrW = Process Water (Heating/Cooling), DI PrW = Process Water (DI/RO), FE = Final Sewage Effluent, LL = Landfill Leachate. If other, please indicate on COC.</p> <p>Sample disposal (a fee maybe assessed if samples are retained longer than 1 month) return to client <input type="checkbox"/> disposal <input type="checkbox"/> for <input type="checkbox"/></p> <p>LAB USE ONLY</p> <p>Time received: <input type="text"/> Time: <input type="text"/> by: <input type="text"/></p> <p>Time instructed: <input type="text"/> Time: <input type="text"/> by: <input type="text"/></p>											

If you have any questions please contact your account manager or a member of the customer service team on +44(0)1923 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.



1 Litre tub – We require 2 x 1 Litre tubs (2kg of sample) for all accredited BS EN 12457 leachate testing (including WAC) to ensure the results obtained are sufficiently representative of the material to be tested. Failure to provide 2 x 1 Litre tubs will result in all associated tests reported as deviating. Please include 60g jar and 2 x 30g VOC jars where testing on the solid is also required (e.g. WAC suites).

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