

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.



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 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 – 250g jar, 2 x 30g VOC soil jars *
- WAC (BS EN 12457) – 2 kg plus 250g 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.
- For solid material testing please submit an additional container if sample contains a large number of stones, or is a sludge, or is of low density.
- For WAC analysis (BS EN 12457) and a suite of general testing - 2 x 1L tub, 1 x 250g jar and 2 x 30g VOC jar is sufficient for analysis.

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 of
 7 Woodshots Meadow Croxley Green Business Park Watford WD18 8YS t: 01923 225404 f: 01923 237404 e: info-i2analytical@normecgroup.com			Client:			Address:			Date samples dispatched:			No			One project/ site per sheet please Client PO Sample Specific Notes/ Container types (Lab use Only)	
			Client e-mail:			Project/ Site Name:			Samples delivered/collected by:			Sampler ID				
			Project/ Site Code:			Contact Name:			Turnaround time/date results due:							
			Tel:			Fax:										
Lab Use	BH or TP or Sample ID	Depth (m)	Date sample taken	Time sample taken	W - soil, W - water, L - leachate, O - other	Waters only - Matrix	Waste (see below)	no. of containers								
Please indicate the analysis required for each sample by marking the boxes																
ESSENTIAL FOR DEVIATING SAMPLES ASSESSMENT WATERS - PROVIDE THE SAMPLE MATRIX AVOID DELAYS BY COMPLETING HERE IF REQUIRED																
PLEASE INFORM US OF ANY LIKELY HAZARDS FOR USE WITH DATA LOGGERS																
Total no. of samples:																
Special Instructions / QC; requirements & comments:																
Please provide water matrix information on the Chain of Custody. GW = Groundwater, SW = Surface Water, PW = Potable Non Regulatory Water, PrW = Process Water (Heating/Cooling), Di PrW = Process Water (DI/RO), PSE = Final Sewage Effluent, LL = Landfill Leachate. If other, please indicate on COC.																
Sample disposal (a fee maybe assessed if samples are retained longer than 1 month)																
return to client ☐ disposal by ☐ for																
I2 QUOTE NO																
LAB USE ONLY																
Data received: time: by:																
Data instructed: time: by:																
Laboratory not																
HELP US GET THE TESTING RIGHT																

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 soil containers



250g Jar – For all inorganic, metals, and extractable organic analysis.
Please submit an extra/additional jar if sample contains: large number of stones, or is a sludge, or is of low density.
Note, 250g jar does NOT have a PTFE seal so is unsuitable 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.



500g Tub – NRA Leachate analysis.
Can also be requested should samples contain a large number of stones, or is of low density, or is a non-soil e.g., aggregate



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 250g 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 250g jar and 2 x 30g VOC jar is sufficient for analysis.