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General sample submission

- All samples submitted to any laboratory or site within the organisation must be accompanied with a filled out Chain of Custody – AG_LAB_P.01 FORM.01.
- The date sampled must be clearly stated on the COC.
- Sample containers must be labelled with a description as far as it is practicable.

The type of information that would demonstrate the reliability of the sample includes:

- Location of sampling point, for example, effluent tank.
- Capacity of vessel sampled (for samples from drums an additional parameter would be the total number of drums).
- Method of sampling, e.g., sampling tap (mid flow), “top” sample.
- Number of samples and degree of consolidation.
- Operating conditions at time, e.g., normal operation, shut-down, maintenance and/or cleaning preservation techniques.
- Containers must be well packaged to ensure durability during transit to prevent leaks occurring which can be a Health and Safety risk to the courier, site personnel and/or the laboratory staff.
- The submitted sample must be representative of the waste stream as far as is practicable.
- The date sampled must be clearly stated on the sample container.
- The person who took the sample must also be clearly stated on the sample container.
- Samples must be clearly labelled, and any hazard identified.

Samples that appear to be leaking will not be accepted due to health and safety issues.


Please see below for instruction on submitting waste samples to a site within the organisation.


Solid samples for analysis			
Sample Type	Container Type	Maximum time between sampling and reception to Laboratory	Minimum quantity required
Soils, filter-cakes, APCR, fly ashes and shotblast materials	1000ml white plastic sample container tub (no headspace for TPH, PAH and other volatile analysis)	7 day	1 kg (Additional 1kg required for HMRC LOI method)
Asbestos containing samples	1000ml white sample container. Container must be sealed with tape and double bagged	7 days	1 kg
Heavy sludges and un-pumpable liquids	1000ml white plastic sample container tub (no headspace for TPH, PAH and other volatile analysis)	7 days	1 kg

Liquid samples for analysis

Sample Type	Container Type	Maximum time between sampling and reception to Laboratory	Minimum quantity required
Liquid wastes including strong solvents, oils, and paint waste	500ml wide neck HPDE leak proof Nalgene bottle	1 day	250 ml
Aqueous liquids including strong acids/alkalis and Hydrofluoric Acid.	500ml wide neck HPDE leak proof Nalgene bottle	1 day	250 ml

Examples of sample container types accepted by the organisation

1000ml white plastic sample container tub	Specifications and possible suppliers
	<ul style="list-style-type: none"> • Weight – 0.07 kg (empty) • Capacity – 1000ml • Closure type – Tamper Evident Cap • Colour – White • Height – 120mm • Material – Polypropylene • Sample type – Solids and non-pumpable sludges • Suppliers – Ampulla, Scientific Laboratory Supplies

500ml wide neck HPDE Nalgene bottle	Specifications and possible suppliers
	<ul style="list-style-type: none"> • Weight – 0.04 kg (empty) • Capacity – 500ml • Closure type – Screw thread • Colour – Clear, colourless • Height – 168mm • Diameter – 73 mm • Neck diameter – 44mm • Material – HDPE • Sample type – Pumpable liquids • Suppliers – Thermo Fisher Scientific, RS Components UK, Scientific Laboratory Supplies