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Sample submission policy	Issue Date: 09/06/2017
Scripted by: Matthew Smith	Issued by: George Hall
Authorised by: Chris Franklin	

Changes to Procedure since last issue	1. Updated quantity req. to reflect HMRC Method LOI
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General sample submission

- All samples submitted to the laboratory should be accompanied with a filled out ALS Chain of Custody ([COC](#)).
- The date sampled should be clearly stated on the COC
- Sample containers should be labeled 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 should be well packaged to ensure durability during transit to prevent leaks occurring which can be a Health and Safety risk to the courier and/or the laboratory staff at ALS.
- The submitted sample should be representative of the waste stream as far as is practicable.
- The date sampled should be clearly stated on the sample container
- The person who took the sample should also be clearly stated on the sample container
- Samples should be clearly labeled and any hazard identified

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

Please see below for a clear and definitive instruction on submitting waste samples to Augean Laboratory Services (ALS).

WAC analysis and/or Characterisation and/or Solid pre-acceptance			
Sample Type	Container Type	Max time between sampling and reception to Laboratory	Min quantity required
Soils, filtercakes, ash and shotblast material	1000 ml 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)

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Asbestos containing samples	1000 ml white sample container. Container must be sealed with tape and double bagged	7 days	1 Kg
Liquid Wastes containing solvents and/or paint wastes	500ml wide neck HPDE leak proof Nalgene bottle (no headspace for volatile analysis)	1 day	0.5 Kg
Liquid Wastes where VOC, cyanide and/or flash point analysis is required	500ml wide neck HPDE leak proof Nalgene bottle (no headspace for volatile analysis)	1 day	0.125 Kg

Liquid Pre-acceptance			
Sample Type	Container Type	Max time between sampling and reception to Laboratory	Min 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 HF.	500ml wide neck HPDE leak proof Nalgene bottle	1 day	250 ml