

Procedure: JSY07 WI03 Title: Water Sampling – Dispatching Samples to the Lab



- 1 **Purpose:** To ensure that water samples are received by the laboratory as soon as possible, thus generating reliable water quality data (both groundwater and surface water).

2	Procedure	Responsible Person	Record
	Prior to Sample Despatch		
2.1	Element are notified ([REDACTED]) and [REDACTED]) the day prior to sampling so they can supply a completed airway bill by email.	Sampling personnel	Airway Bill
2.2	An appropriately completed analysis request form is included in the cool box with the samples. A copy is retained on site and e-mailed to both [REDACTED] (SHE Department) and the laboratory([REDACTED]) so they are aware that the samples are in transit.	Sampling personnel	Analysis request form
2.3	The following forms/labels are also included in/on the cool box as follows: <ul style="list-style-type: none"> The airway bill from Element is attached to the <u>outside of the cool box</u>. (Element fill this in but it is checked to ensure is says 'water samples' in the 'Full Description' box). The airway bill number is added to the Brett non-hazardous declaration sheet and this is also attached to <u>the outside of the cool box</u> The DEFRA sheet is attached to the <u>outside of the cool box</u> (nothing needs to be completed on this and the fact it refers to soil samples can be ignored) The current date is added to the custody invoice (Brett version) and put <u>inside the cool box</u> The MSDS for water (supplied by Element) is also put <u>inside the cool box</u> 	Sampling personnel	Paperwork on/in box
	Sample Drop Off		
2.4	The samples are taken to the DHL drop off point next to the airport by 12.00 noon (on the day sampled) and are despatched the same day to the Element laboratory in Deeside, UK.	Sampling personnel	-
	Post Despatch		
2.5	An excel monitoring proforma is filled in to confirm which samples have been taken. This also includes any comments regarding adverse weather, discoloration of the samples, access issues etc. A record of whether or not any visible oil and grease was observed in each sample is also recorded. The excel file is emailed to [REDACTED].	Sampling personnel	Completed monitoring proforma

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2 Procedure Responsible Person Record

Reference Documents:

- 1. JSY07 WI02 Groundwater Monitoring and Sampling
- 2. JSY07 WI01 Surface Water Monitoring and Sampling
- 3. JSY07 Management and Monitoring of Site Water Effluent and Discharges