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| **Asbestos Fibre Identification Sample Submission Form** |  |

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| **Company Name:** |  |
| **Contact:** |  | **Phone No:** |  |
| **Address:** |  | **Email:** |  |
| **Order/Reference #:** |  |

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| **Site Address/Details:** |  |
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| **Sample Details (list any Sample ID numbers and location details) – attach additional pages if required** |
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| **Additional Comments:**  |
| **Analysis Required:** □ Asbestos Identification **□** Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_   |

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| --- | --- | --- | --- |
| **Total Samples Sent** |  | **Total Received (office use)** |  |
| **Date results required:** |  | **Date samples collected:** |  |

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| **Please Send Samples To:****Laboratory****QOHS****PO Box 215****MACKAY Q 4740***After hours lab drop off box available at 10 Grendon Street NORTH MACKAY Q 4740 (down side alley between main building and Narellan Pools - LHS wall)*  **Contact 0457855751 for details.** | **OFFICE USE ONLY:** |
| **Job No:** |
| **Date Samples Received:** |
| **Samples Checked by:** |

**Note: It is recommended that you photocopy this form and retain for your records**

**Contact QOHS for further information.**

**Recommended Asbestos Sampling Procedure**

IMPORTANT: A competent person should take the following steps to carry out sampling:

*Step 1 – Preparation*

* Make sure no one else is in the vicinity when sampling is done
* Shut down any heating or cooling systems to minimise the spread of any released fibres
* Turn off any fans if you’re inside. If outside, then sample on a non-windy day
* Do not disturb the material any more than is needed to take a small sample
* Collect the equipment you will need for sampling, including:
	+ Pliers or chisel, resealable plastic bags, disposable coveralls, waterproof sealant, plastic drop sheet, water spray bottle
	+ P2 respirator, rubber gloves.

*Step 2 – Taking the sample*

* Wear disposable gloves
* Put on respiratory protective equipment (RPE)
* Lay down a plastic drop sheet to catch any loose material that may fall off while sampling
* Wet the material using a fine mist of water containing a few drops of detergent before taking the sample. The water/detergent mist will reduce the release of asbestos fibres
* Carefully cut a thumb nail piece from the entire depth of the material using the pliers or chisel
* For fibre cement sheeting, take the sample from a corner edge or along an existing hole or crack
* For dust/debris the quantity of sample collected should preferably be 5–100 grams. QOHS will not accept individual dust samples exceeding 100grams/cc.
* Place the material sampled into the resealable plastic bag
* **Double bag the sample, include the date and location**
* Carefully dispose of the plastic sheet
* Use a damp paper towel or rag to clean up any material on the outside of the container or around the area sampled
* Dispose of asbestos materials according to state or territory and local procedures

*Step 3 – Cleaning up*

* Patch the sampled area with the smallest possible piece of duct tape or spray sealant to prevent fibre release.
* Carefully wrap up the plastic drop sheet with tape and then put this into another plastic rubbish bag
* Wipe down the tools and equipment with a dampened rag
* Place disposable gloves and coveralls into a rubbish bag, along with the damp rag and drop sheet
* Seal plastic bag
* Wash hands
* Keep RPE on until clean-up is completed
* Follow a decontamination procedure (personal washing) upon completion of the task.

Samples smaller than this may not be sufficient for our analysts to make a determination; samples larger than this pose shipping, handling and storage problems and cost.

**PLEASE NOTE:**

**QOHS reserves to right to reject samples submitted for analysis due to insufficient/excessive sample size, or improper sample packaging. Samples received that do not conform with the above conditions will not be accepted or analysed.**

**Examples of unacceptable practices are bare samples, samples in shopping bags, samples in envelopes, large samples in builder’s plastic or asbestos waste bags.**

**Adhesive tape grab samples cannot be analysed under NATA accreditation rules.**

**If you have any queries, please call the Laboratory – 0457 855 751.**