



## Surface Active Solutions – Sample Acceptance Guidelines – May 2011 v1

In order for Surface Active Solutions to analyse waste samples, evaluate the correct treatment methods or otherwise provide technical support to our clients it is often necessary to handle hazardous waste samples at the SAS facilities.

This document sets out the procedures and guidelines for shipping waste samples safely and correctly.

### **DO NOT SEND SAMPLES WITHOUT PRIOR COMMUNICATION WITH SURFACE ACTIVE SOLUTIONS.**

Any samples that come in without the required paperwork or where no prior agreement exists between SAS and the sample provider will be safely discarded immediately upon receipt.

1. Via email or telephone speak with your main contact at SAS or one of the other SAS staff members to discuss your questions
2. If it is agreed that the most suitable next step is the shipment of waste sample(s) to the SAS facility for evaluation or analysis the SAS representative will email a sample acceptance request form that lists some basic questions regarding the nature of the sample.
3. Once this form has been completed email it to SAS for review
4. SAS will complete a safety assessment on the basis of the submitted information and provide you with a sample acceptance code. This code will need to be clearly stated on all labels, packing papers and on the sample itself.
5. All samples need to be shipped in suitable containers and be well protected against breakage, spillage or potential damage in transit.
6. Do not ship samples in glass containers
7. Do not ship samples in plastic bags, jiffy bag envelopes
8. Do not ship samples in any container that is not properly sealed and absolutely leak proof
9. Each sample needs to be individually labelled stating:
  - The company name by which it was submitted
  - Short description of the nature of the waste (oil, slop waste, drill cuttings, etc)
  - The SAS provided sample acceptance code.
10. Once the sample is shipped immediately provide the tracking number to your SAS contact
11. Once the sample is received at the SAS facility you will receive a confirmation.

**Samples shipped to the SAS facility in any other way, samples that are different in nature from previously stated or that have been packaged in an unsafe manner will not be accepted and discarded safely and immediately.**

We kindly request you respect the health & safety of our employees, the people involved in transporting these samples and indeed yourself and your staff. The nature of many types of waste in the oil industry results in significant risks in handling if proper and sensible precautions are not adhered to.

We thank you for your cooperation.

Please read the following links for more guidance how to ship hazardous samples safely:

<http://www.ups.com/content/us/en/resources/ship/idg/index.html>

[http://www.dhl.com/en/express/shipping/shipping\\_advice/dangerous\\_goods.html](http://www.dhl.com/en/express/shipping/shipping_advice/dangerous_goods.html)