**PACKAGING YOUR SAMPLES**



Thank you for choosing RSSL for your testing. This guide will take you through how to submit a sample to ensure that you get the best possible service and to comply with current legislation ensuring the safety of our staff and sample couriers. If you have any further questions please contact us on: **+44 (0)118 918 4076** or email **enquiries@rssl.com**.

Samples should be adequately packed and labelled according to the nature of any associated hazards and in compliance with current legislation.

* Guidelines for packaging of toxic and hazardous substances can be found below:
* [Chemical Regulations 2009](http://www.hse.gov.uk/chemical-classification/legal/chip-regulations.htm)
* [The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009](http://www.legislation.gov.uk/uksi/2009/1348/contents/made)
* [The Control of Substances Hazardous to Health Regulations 2002](http://www.hse.gov.uk/coshh/index.htm)
* It is a legal requirement that both the carrier of goods and the recipient know the nature of any hazard e.g. cytotoxic, flammable, etc. Therefore the outer and inner packaging should clearly state this
* Sharp objects should be packed in a rigid container to prevent any injury to staff

**WHERE TO SEND YOUR SAMPLES**

Please refer to the address on your quotation, and send to either:

|  |  |
| --- | --- |
| RSSL  Reading Science Centre Whiteknights Reading Berkshire United Kingdom RG6 6LA | RSSL 2-3 Millars Business Centre Fishponds Close Wokingham Berkshire United Kingdom RG41 2TZ |

Tel: **0118 918 4076**   
Email: [**enquiries@rssl.com**](mailto:enquiries@rssl.com)

**PAPERWORK REQUIRED**

Please be advised that sample deliveries from couriers are accepted between 8am - 5pm Monday to Friday. Any deliveries out of these times may not be accepted without prior agreement. Please note that incorrectly packaged or labelled samples, or those without the required sample submission form or safety information, will not be accepted and will result in delays in agreed turnaround times.

* Always include the sample submission form   
  and complete all fields including details of the analysis required
* Your results will not be issued without a Purchase Order (PO), to avoid delays please forward this to purchaseorders@rssl.com as soon as possible
* Your submission form and any safety information must be accessible before the samples are opened

**HAZARDOUS / TOXIC SAMPLES**

* Always include the COSHH assessment and Safety Data Sheet (SDS/MSDS) for hazardous or toxic samples. If you already have a completed COSHH assessment, you can send this. If not, then please complete our COSHH assessment form. Include any information regarding exposure limits or patient safety data
* For pharmaceutical biological samples, you must include a letter of inactivation signed by a QP, or data to prove that the material is safe to handle by our analysts
* [COSHH Assessment Form](https://www.rssl.com/~/media/rssl/en/files/documents/sample-submission/coshh-form.docx?la=en)

**SAMPLE DISPOSAL**

Samples will be held for 30 days after delivery of results, or 10 days for perishable samples. At the end of this period, samples will be removed from storage and processed as waste. Longer storage times, or sample return, can be arranged with associated charges. Please contact our team to discuss this before a quotation is issued.

**RESULTS ONLINE (ROL)**

Results will be issued via ROL, if you do not have an account, [**please register here**](https://www.rssl.com/Registration).



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| **[Purchase Order No.](C:\\Users\\Tom\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\I7DC0VZR\\RSSL Sample Form Extended July 2019 with guidelines and tips.docx" \o "A valid PO number is required before results can be released.)** |  | **[Proposal No.](C:\\Users\\Tom\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\I7DC0VZR\\RSSL Sample Form Extended July 2019 with guidelines and tips.docx" \o "This can be found at the top of your proposal.)** | **CRM** **/** |

**Client Details**:

|  |  |  |  |
| --- | --- | --- | --- |
| **[Contact Name(s)](C:\\Users\\Tom\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\I7DC0VZR\\RSSL Sample Form Extended July 2019 with guidelines and tips.docx" \o "If you’d like us to contact someone else in case of your absence, please enter their name here.)** | Ausra Rakunaite | **Company** | SALADWORKS |
| **[Contact Email(s)](C:\\Users\\Tom\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\I7DC0VZR\\RSSL Sample Form Extended July 2019 with guidelines and tips.docx" \o "If you’d like us to contact someone else in case of your absence, please enter their email address here.)** | Ausra.Rakunaite@saladworks.co.uk | **Address** | OAK SPINNEY PARK  RATBY LANE  LE3 3JZ  LEICESTER |
| **Telephone No.** | 01162324325 |  |  |

**Sample Information and Testing Requirements**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Turnaround Time** | | Standard | | | **Disposal** | | Destroy | | | |
| **[Testing to GMP?](C:\\Users\\Tom\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\I7DC0VZR\\RSSL Sample Form Extended July 2019 with guidelines and tips.docx" \o "Required for pharmaceutical samples.)** | | Yes  No | | | **Hazardous?** | | Yes  No | | | |
| **Controlled Drug?** | | Yes  No | | | **Special instructions** | | 10-day turnaround | | | |
|  | | **Sample**  **Description** | | **[Sample References](#sample" \o "References (e.g. batch numbers) that must appear on your certificate of analysis or report.)**  e.g. batch number | **Analysis Required** | | **Method/Specification/**  **Limit/Expected Level**  (where applicable) | | **Storage** | **[No. of Containers](C:\\Users\\Tom\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\I7DC0VZR\\RSSL Sample Form Extended July 2019 with guidelines and tips.docx" \o "Multiple containers of the same sample, e.g. for composite testing )** | **If >1 Container** |
| **1** | | Vacuum Tumbler Pre-clean sample Beef MBM326 P12204120247 | | A76 | Beef PCR | | Beef PCR | | Below 5C | **1** | Test as individual samples |
| **2** | | Vacuum tumbler pre-clean swab inside tumbler sides | | A77 | Beef PCR | | Beef PCR | | Below 5C | **1** | Test as individual samples |
| **3** | | Vacuum Tumbler post clean swab inside tumbler sides | | A78 | Beef PCR | | Beef PCR | | Below 5C | **1** | Test as individual samples |
| **4** | | Vacuum Tumbler Post Clean sample MBM461 P12204120252 | | A79 | Beef PCR | | Beef PCR | | Below 5C | 1 | Test as individual samples |
| If the Storage field is not completed RSSL reserve the right to decide on the appropriate storage condition. Where possible, this will be derived from Technical Agreements on file, package labelling, existing documented knowledge or on a scientific rationale as defined in RSSL SOP-66 otherwise the project will be held at ambient until resolved. | | | | | | | | | | | |

If you have more than 4 samples, just place your cursor after the final cell on the right and press the Tab key to add another row to the table. If desired, you can copy and paste the text fields and drop-down lists from a previous row.

**Shipment Checklist**

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| --- | --- | --- | --- | --- | --- |
| **Proposal Requested?** |  | **Temperature Monitor Enclosed? (if required)** |  | **[PO Number provided?](C:\\Users\\Tom\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\I7DC0VZR\\RSSL Sample Form Extended July 2019 with guidelines and tips.docx" \o "If a PO number is not given above, please forward to PurchaseOrders@rssl.com as soon as possible.)** |  |
| **Submission Form Included?** |  | **Packaged Appropriately? (if required)** |  | **MSDS / COSHH Enclosed?** |  |