



# GREENLIGHT

ENVIRONMENTAL SERVICES

## Asbestos Sample Collection Method

Instructions for Clients Collecting Samples for Delivery

### 1. First Off

You are allowed to collect your own samples, however, just to note that best practice is to have a consultant come and collect these for you. If you have one of our consultants out, you will pay a little more, but you will not have to worry about the sample procedure or possibly contaminating (in a minor way) the surrounding area or your clothes. Also we will perform a full risk assessment of the materials, something we cannot do from a sample.

### 2. Cost of Sample Analysis

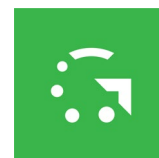
We charge one flat fee per sample. Reports are provided within two business days of receiving the samples. You will be advised when we have received the samples in-hand. We Use an online form to collect information about your samples as well as payment (See [Section 5](#)).

### 3. Preparation

You will need the following:

1. A P2 or N95 mask
2. Pliers
3. Double zip lock plastic bags
4. A permanent marker
5. Some wet wipes
6. Nitrile or similar gloves (recommended)
7. Disposable coveralls (recommended)





## 4. Sample Collection Method

1. Put on your mask and keep on until all procedures below are complete. If wearing coveralls and gloves, put these on also.
2. Find a location that is one of these on the material:
  - An edge or corner
  - A damaged section
  - A penetration
3. If the material is behind a tile, you will need to score the grout around the tile and then carefully leverage it off – try not to break the tile if possible.
4. Break of a small piece of the material about the size of a 10-20 cent piece using the pliers
5. Place the piece inside a zip lock plastic bag. *Seal the bag.*
6. IMPORTANT - Write the location of the sample on the bag using a permanent marker or a pen if the bag has a labelling section on it– e.g. *Kitchen wall behind ceramic wall tiles - Cement sheeting*
7. *Clean the immediate area of any dust using wet-wipes and dispose of wet-wipes.*
8. *Collect any other samples in similar fashion, and then place all samples inside a second zip lock plastic bag.*
9. *Clean the pliers using wet wipes and dispose of all wet wipes and coveralls*
10. *Take your mask off last! Dispose of mask after use.*

## 5. Fill in the online Form

The online form can be found here:

### [Greenlight Online Asbestos Sample Collection Form](#)

Fill in the form which includes a payment gateway– if you do this from a smart phone – you can also take photos of your material. These photos will then be included in the report (this is optional).

A Chain of Custody (COC) will be sent to your email on submission of the form – Print this off to send along with the samples. If you do not have a printer, just write your contact details on a piece of paper to include with the samples and we will take care of that for you.



## 6. Contactless Sample Drop Off

If Dropping off the samples to our Moorabbin address,

1. Please note our office hours are Monday to Friday, 9AM to 5PM
2. Place all samples in an envelope marked:

*Greenlight Environmental Services Pty Ltd*

*Office 24, 15 Cochranes Rd*

*MOORABBIN VIC 3189*

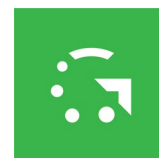
3. Ensure you have included the Chain of Custody or failing that, your contact details inside the envelope
4. Drive to 15 Cochranes Rd, MOORABBIN and drive in to the undercover area – park in the loading zone.
5. The deliveries cage is opposite the entry, this should be open – you can leave your samples on one of the shelves there and we will pick it up shortly. If the deliveries cage is not open you can leave the samples with Reception
6. If you would like to let us know you have dropped off samples, that would be helpful, and you can either:
  - a. Email us at [info@greenlightservices.com.au](mailto:info@greenlightservices.com.au); or
  - b. Send a text to us on **0416 388 825**.

We will have your report out within 1 business day of receiving the samples.

## 7. Mail In Samples

You are permitted to send small quantities of potentially asbestos containing material through the mail for testing purposes provided you take some precautions – they are:

1. Samples must be double bagged and then wrapped in 200µm plastic (available from Bunnings)
2. Samples must then be placed either in a cardboard box or sandwiched between two pieces of cardboard
3. The total weight must be under 1kg
4. The package must be marked 'Samples for Testing'
5. You must use Express Post only



There is a field in the online form which allows you to enter a tracking number – if you fill this in, we will keep an eye on your package and contact you if there are any issues.

*Provided you can meet all the above, please send the package to*

*Greenlight Environmental Services Pty Ltd  
Office 24, 15 Cochranes Rd  
MOORABBIN VIC 3189*

And ensure you have included the Chain of Custody or failing that, your contact details inside the package

## **8. Courier**

If time is of the essence, there are some excellent online courier services available in Melbourne Metro now. We recommend [Zoom2U](#).

1. Please ensure samples arrive between the hours of 9AM and 5PM Monday to Friday.
2. Place all double ziplock bagged samples in an envelope marked:  
*Greenlight Environmental Services Pty Ltd  
Office 24, 15 Cochranes Rd  
MOORABBIN VIC 3189*
3. Ensure you have included the Chain of Custody or failing that, your contact details inside the envelope

If you select the option to notify the person receiving the samples on our office mobile **0416 388 825**, we will keep an eye out for your delivery.

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If you have any questions, please contact us on **03 9048 4411** and we would be happy to go over any of the above with you.