

Why is this needed?

The sample assessment form is a key part of the laboratories (and University's) Health & Safety and allows the University/lab team/users the following checks;

1. **Sample handling/processing** – The details allow an assessment of how the samples may be handled and any PPE or measures required to do this safely. It is part of good lab practice.
2. **Sample storage** – The details allow an assessment of how the samples should be stored and any measures required to do this safely. IMPORTANTLY, unless otherwise agreed in writing, sample storage is the responsibility of the lab user.
3. **Sample disposal** – The details allow an assessment of how the samples may be disposed of and any measures required to do this safely. IMPORTANTLY, unless otherwise agreed in writing, sample disposal is the responsibility of the lab user.
4. **Declaration** – by completing the form the lab user agrees the details provided are accurate and agrees to responsibility for disposal of the samples.

Do I need to fill out all the details?

Yes, incomplete forms will be sent back to the lab user and may delay work.

Do I need to complete one every time I do lab work?

Yes, if you are working with samples in the laboratories you must complete one (mandatory). This includes any work (handling, instruments etc). If you are handling similar samples you may use a previous form and change the date and any other details to save time.

How are the forms stored?

The forms must be stored with the samples, and an electronic copy is kept by the laboratory until the samples are no longer used in the lab (then the forms are deleted/securely disposed of). The users must keep a copy as well for their records.

Guide for users (see following pages):

The following pages have notes in yellow about each section to help users complete the form. If you have any questions not listed, please contact the lab staff.

Sample assessment form: CSM Labs (GUIDE)

Name:	Add your name here
Company:	e.g. CSM (for CSM users)
Course of study:	Add your course of study, or if staff, write staff.
Supervisor:	Add your supervisor/line manager.
Date:	Add the date
Sample details: <i>Rough details required:</i> <ul style="list-style-type: none"> No. Samples Rock type Rough size of each Rough weight of each Minerals present Location collected <i>Please mark up the samples for thin section work.</i>	Please add as many details as possible, use the notes to the left to help, but please add anything else such as sample names/numbers, type (rocks, blocks, thin sections, stubs etc) which may link to other data about the samples. This section is important and must provide sufficient detail.
These 2 items are important, please ensure you don't ignore them	
Asbestos Risk?	Does it contain amphibole/serpentine minerals/rocks? (e.g. Tremolite, amosite, crocidolite, chrysotile etc.). If so, please indicate below.
Radioactive Risk?	Does it contain U, Th, REE minerals/rocks? If so, please indicate below.

Table guidance: Please only tick if the answer is yes. If the samples are all similar please use one column as 'batch', new column per batch that has different hazards. **Any answers ticked require further details in the section under the table.**

Sample(s) name:		ADD sample/batch name				
Symbol	Potential Hazard					
	Oxidising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Flammable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Toxic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Explosive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Irritant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dangerous to the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Corrosive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Asbestos Risk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Radioactive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (fill in the next section)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Non-hazardous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide additional details (mandatory):

Details must be provided here. For EXAMPLE:

1. The samples are mineralised granite that contain quartz, feldspar, mica and also some sulphide minerals, such as pyrite, arsenopyrite. Each sample is about 20 cm in size. The sulphides may be hazardous to the environment and the samples contain silica so caution is needed for crushing and grinding (need LEV).
2. The samples are non-hazardous and are contained in polished thin sections and contain (add details).
3. If the samples have been checked for radioactivity please note here and attach the radioactivity form and indicate which samples this form links to.

This is important to note, you must have a disposal plan and you may be asked for details of it. Sample storage is also your responsibility, discuss with lab staff as required.

Declaration

I declare that the information provided above is accurate and I understand the requirements for Health & Safety and the implications of providing a false statement. I agree that sample storage and disposal is my responsibility. I confirm that my supervisor has been informed.

Name:

Date:

Signed (if electronic, filling out your name is sufficient):

This is important as you are agreeing the details provided are accurate.