

# Sample Submission Guidelines

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](#).

## Packaging your samples

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
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
- The Control of Substances Hazardous to Health Regulations 2002

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.

## Sending samples for Microbial Identification using MALDI-ToF

Where possible, isolates for identification should be freshly sub-cultured, and sent on either agar plates or slopes. Information required to growth of isolates (e.g. culture media, incubation temperature, aerobic/anaerobic conditions) should be included on the Sample Submission Form to prevent unnecessary delays to the turnaround time. Receipt of samples with mixed cultures may result in delays to the quoted TAT and additional charges for the purification of isolates.

Samples must be dispatched by same-day or next-day delivery using the basic triple packaging system, described by the World Health Organisation (WHO), and comply with Packaging Instruction P650 (packaging requirement for UN 3373 (Biological substance, Category B)); this includes, but is not limited to:

- Primary receptacle: An appropriately labelled, watertight, and leak-proof or sift-proof receptacle; we recommend the primary receptacle is an agar plate, this should be sealed with a laboratory film such as Parafilm
- Secondary packaging: A second durable, watertight, leak-proof or sift-proof packaging to enclose and protect the primary receptacle(s)
- Outer packaging: A third layer to protect the secondary packaging from outside influences, such as physical damage, while in transit

## Sending samples for both Chemistry and Microbiology testing

To ensure efficiency of our testing processes and maintain the integrity of your test material, we kindly request our clients to provide separate samples for projects involving both chemistry and microbiology testing. This eliminates the need for subsampling and consequential delays.

Effective from May 1st, 2024, any samples received without separate chemistry and microbiology samples will be automatically aliquoted, incurring a charge of £228 per project (up to a maximum of 3 samples). This cost reflects the time dedicated to this activity and the necessity to expedite to prevent project delays.

## Where to send your samples

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

- Reading Scientific Services Ltd, The Reading Science Centre, Whiteknights Campus, Pepper Lane, Reading, Berkshire, United Kingdom, RG6 6LA
- Reading Scientific Services Ltd, 2-3 Millars Business Centre, Fishponds Close, Wokingham, Berkshire, United Kingdom, RG41 2TZ

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.

## Shipping Samples from outside the UK

We are pleased to confirm that Reading Scientific Services Limited (RSSSL) has attained full [Authorised Economic Operator \(AEO\) Accreditation](#). If you are sending samples from outside of Great Britain please find our AEO details below:

Name: Reading Scientific Services Limited (RSSSL)  
EORI Number: GB366262738036  
VAT Number: GB366262738

Legal Registration Number: 00741326  
AEO Certificate Number: AEOF 00221/19

## Paperwork required

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](mailto: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. Including any information regarding exposure limits or patient safety data. For pharmaceutical biologic 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 analysis.

## 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.

### Sample return:

To cover courier shipping costs and the administration involved in organising the return, a nominal charge of £25 will be introduced from January 1st 2024 for clients requesting the return of their samples or temperature monitoring devices post-analysis. Shipments involving hazardous materials, controlled drugs or requiring specialist transit, a separate quote will be provided through our specialist courier service.

### My RSSL

Results will be issued via My RSSL, if you do not have an account, [please register here.](#)