

# Providing Urine Samples – Coordinator Instructions

Thanks for your compliance

1

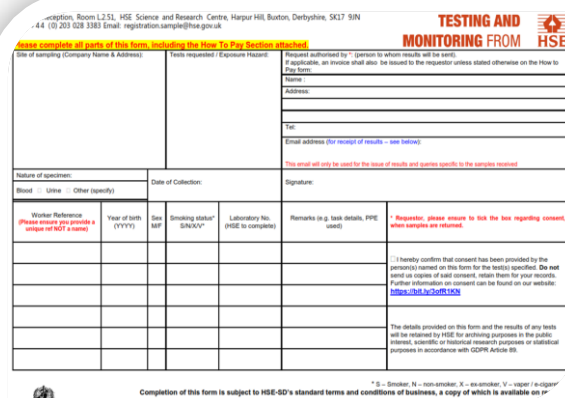
- Ensure that you have the correct kit and instructions for sampling. This includes: sample pots, transporters (plastic casing), return envelopes, HSE worksheets and guidance.

2

- Complete the HSE worksheet; include the factory/requestor addresses, testing information and worker references. The instructions on 'how to pay' for the analysis are included on an attached separate page.

3

- Distribute the kits to workers as necessary, supply them with the guidance on providing samples. Explain the reason for testing and obtain signed, informed consent (do not send us the consents but keep them safe).



TESTING AND MONITORING FROM HSE

Request authorised by: (person to whom results will be sent)

Requestor: (person to whom results will be sent)

Address:

Postcode:

Telephone:

Email address (for receipt of results - see below):

This email will only be used for the issue of results and queries specific to the samples received.

Signature:

Completion of this form is subject to HSE-SD's standard terms and conditions of business, a copy of which is available on request.



## After collection of sample

4

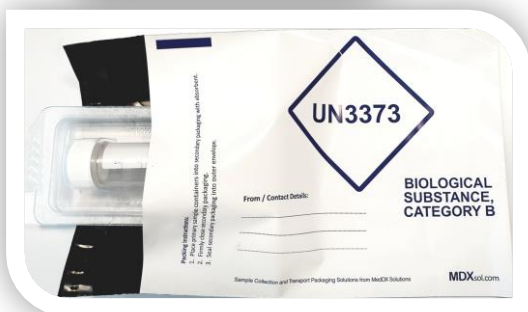
- Check the sample pot label has a reference/code, date and time of collection included. Also visually determine that the pot is filled sufficiently, as well as testing that it is tightly shut in the transporter (plastic casing).

5

- Once ready, pack into a free post return envelope. This should include the sample pot in transporter, completed worksheet and payment form. Please include the 'sender details' on the outer side of the envelope.

6

- Post out as soon as possible, do not leave at room temperature. If sending large batches (10+ samples), please use a box rather than the individual envelopes (you may still use the freepost address) - samples still need to be individually enclosed in the plastic transporters.



Please contact the laboratory if you require any further kits or information

Further information is available on our website – <https://bit.ly/33x1itu>