

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).

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+44 (0) 203 028 3383 Email: registration.sample@hse.gov.uk

TESTING AND MONITORING FROM HSE

How to complete all parts of this form, including the How To Pay Section attached

Date of sampling (Company Name & Address): _____ Tests requested: / Exposure Hazard: _____ Request authorized by: * Person to whom results will be sent. If applicable, an invoice shall also be issued to the requestor unless stated otherwise on the How to Pay form.

Name: _____ Address: _____ Tel: _____ 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.

Nature of specimen: _____ Date of Collection: _____ Signature: _____
Blood / Urine / Other (specify): _____

Worker Reference (Please ensure you provide a unique ID for each worker)	Year of birth (YYYY)	Sex (M/F)	Smoking status* (N/XX)	Laboratory No. (HSE to complete)	Remarks (e.g. test details, PPE used)	Requestor, please ensure to tick the box regarding consent, when samples are returned.

I hereby confirm that consent has been provided by the person(s) named on this form for the testing specified. Do not send us copies of said consent, retain them for your records. Further information on consent can be found on our website: <https://bit.ly/33z1t1u>

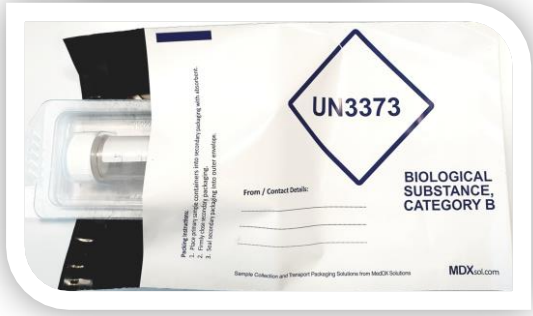
The details provided on this form and the results of any tests will be retained by HSE for monitoring purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with GDPR Article 93

* S = Smoker, N = non-smoker, X = ex-smoker, V = vaper, e = e-cigarette

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



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/33z1t1u>

