**Summary of recommendations**

1. PTFE filters give better and more reproducible recovery of allergens than other filters, such as GFAs. We routinely use Millipore FALP2500 1uM PTFE filters; we can supply these at cost for an unopened box of 25 filters. We routinely use IOM cassettes/heads sampling at 2l/minute. Please note that these PTFE filters will make your pumps work harder and your need to check your pump flow rates. We also supply free-of-charge transport/extraction tubes to transport the filters to the laboratory.
2. Soon after finishing sampling demount each filter into a supplied transport/extraction tube in a clean environment for transport to HSE. We extract in these tubes so losses off the filter are minimised compared with demounting filters into other transport containers. Make sure to identify each transport tube with your unique identifier
3. Please complete the EM2 analysis form with details about the samples and the analyses required. Electronic copies of the EM2 are on the website or we can send the form to you. We cannot analyse samples without a completed EM2.
4. If there is a delay of less than 5 days in sending samples to HSE; keep them refrigerated until sending. If more than 5 days, keep them in a freezer until sending.
5. For samples collected in the UK send to HSE by first class post, Royal Mail secure delivery or courier. Try not to send on Friday as there is no delivery to HSE at the weekend (or public holidays). No need for any refrigeration.
6. For samples collected outside of the UK send samples in cool box via courier using UN3373 packing. Do not include dry ice. We suggest identifying the samples as **“non-hazardous/non-infectious, of no commercial value; research samples for laboratory testing purposes. Contains minute amounts of dust, including allergens, collected from air samples in workplaces “**. Put a nominal value on the consignment (e.g. £20-30), not the cost of the analyses as you then will be potentially likely to be charged VAT or import tax.
7. Where samples are collected from outside of the UK, and especially from animal facilities, we recommend that you contact the laboratory at an early stage. There is the possibility of customs regarding such samples as falling under the Animal By-Products Regulation. Although, it is acceptable to import these samples under the current UK DEFRA licence IMP/GEN/2014/02. We can advise on this.