



**Request for Asbestos Analysis**

**By completing this form I accept the terms and conditions overleaf.**

**Report and Account to:**

Company/Department name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Postal Address *(Must be supplied)*: \_\_\_\_\_

\_\_\_\_\_ P/code: \_\_\_\_\_

**Sample Information:**

Address sample taken from: \* \_\_\_\_\_

Sample Description (e.g. Bathroom wall sheeting, Pipe lagging):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Name of person submitting: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

Email: \_\_\_\_\_

(Note: If Email addressed filled in, the report will be emailed.)

Result to be: Phoned / Faxed

Original report will be posted with invoice/receipt if no email address is given

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_

**Cost:** Analysis of the first sample in a batch is \$108.00. Subsequent samples in a batch \$64.00. Prices are inclusive of GST.

**\*Note:** The report is based on an analysis of the sample as received. The laboratory cannot verify the location of where the sample was taken.

**Office use only:**

Payment Received: Yes / No

Payment Method: Cash / Cheque / EFTPOS / Account

Amount Received: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Officer: \_\_\_\_\_

Laboratory Reference No \_\_\_\_\_ Date: \_\_\_\_\_



ACT HEALTH PROTECTION SERVICE  
**ACT GOVERNMENT ANALYTICAL  
LABORATORY**



## Terms and Conditions

The Health Protection Service's ACT Government Analytical Laboratory, hereafter referred to as "the laboratory", provides asbestos and miscellaneous chemical testing services on a fee per sample basis.

### 1. Submission of samples

Clause 1 covers sampling conducted by agencies external to the laboratory.

- 1.1. The laboratory recommends that sampling be performed by practitioners experienced in the sampling and handling of the suspect materials. The laboratory will not be liable for any harm or injury related to sampling or sample transportation.
- 1.2. The laboratory will only accept samples that are packaged and transported correctly according to the recommendations made by the laboratory. For bulk asbestos analysis, the laboratory recommends sealing a piece of suspect material approximately the size of a 20 cent piece within two zip-lock bags (double-bagged).
- 1.3. Samples must be submitted at a time arranged with the laboratory.
- 1.4. The laboratory may deem a sample to be unsuitable for testing at either sample reception or on preliminary analysis. If the sample is unsuitable for analysis, arrangements can be made for submitting a replacement sample or, if payment was made on sample delivery, a refund can be provided.
- 1.5. The laboratory reserves the right to cancel any agreed analytical service at any stage. The customer will be notified and will receive a refund of monies paid to the laboratory by the customer.
- 1.6. For sample identification purposes, the customer is requested to provide the address of the building from where the sample was taken and the type and/or location of the parent material. This information may be used for statistical purposes within the ACT Government.
- 1.7. For asbestos samples, the laboratory will endeavour to perform the testing within two working days after sample submission. For other analyses, an approximate analysis time will be given. These times are estimates of the analysis time; the delivery of the service may be delayed due to unforeseen circumstances such as instrument malfunctions or high demand. The laboratory will contact the customer with a revised time estimate if the analysis time exceeds the initial estimate.

### 2. Payment

- 2.1. The quoted fees for testing are inclusive of GST (currently 10%).
- 2.2. The quoted fees are valid for 30 days after issue.
- 2.3. Customers who do not have an account with the laboratory must arrange payment prior to analysis.
- 2.4. Payment by cash, cheque or EFTPOS are acceptable forms of payment.
- 2.5. Samples delivered by courier must be accompanied by a cheque covering the fee for testing or the contact details of a person who can supply details for credit card payment.
- 2.6. The laboratory will issue an interim receipt on collection of payment. A final receipt will be issued with the report.
- 2.7. Organisations that do have an account with the laboratory will receive an invoice with the final report.

### 3. Reporting

- 3.1. The laboratory analyses submitted samples as received. The laboratory can not
  - determine whether the samples have been contaminated or damaged during either sampling or transportation to the laboratory.
  - determine whether the sample is properly representative of the bulk material (reported results refer to the sample and not to the bulk material from which the sample was taken).
  - verify the locations from which samples were taken (references to locations in reports are used to identify samples, however the laboratory does not support any assertions that the listed locations are the actual locations from where the samples were taken).
- 3.2. The results reported by the laboratory are believed to be accurate subject to normal experimental uncertainty and subclause 3.1.
- 3.3. Subject to law neither the Australian Capital Territory nor the laboratory will be liable for loss, damage or injury of any kind connected in any way with the analytical services provided by the laboratory even if such loss, damage or injury is caused by the negligence of staff of the Australian Capital Territory or the laboratory.
- 3.4. By prior arrangement with the laboratory, results can be telephoned, faxed or emailed to the customer before the finalised report is sent.
- 3.5. Enquiries for further information regarding the results of an analysis can be made by telephone. The laboratory reference number should be quoted when seeking sample specific information.
- 3.6. Reports will be sent via normal post unless arrangements have been made for the customer to personally collect the report from the laboratory.
- 3.7. The laboratory is NATA accredited in the field of asbestos identification.