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SAMPLING INSTRUCTIONS

The following excerpts are from ACM Environmental (ACM) Handling Procedures and are also EPA recommended procedures for the handling of potentially hazardous bulk materials and are provided to help persons and companies prepare and transport samples to (ACM) for testing. It is highly recommend having a qualified person collect the samples due to the potential of creating dust during the sampling. **It is also a WorkSafeBC requirement to have a qualified person collect the samples if using a contractor to remove the materials.**

- Preferably, materials should be sampled when areas are not in use or not occupied.
- Spray a light water mist on the material prior to sampling to prevent fibres from being released.
- If multiple samples are to be collected, wear a NIOSH approved respirator equipped with high efficiency particulate air (HEPA) filters.
- If only one sample is to be collected and a respirator is not available – mist sample location with water, avoid creating dust and avoid breathing while collecting sample.
- Use a small Ziploc or resealable plastic bag to contain the sample.
- Using a clean knife, cut a piece of material, be sure to penetrate any protective coating including paint and sample all layers. *Please refer to the Sample Collection Guide below for guidance on the number of representative bulk samples that should be collected as recommended by WorkSafeBC as well as the minimum sample size required by ACM.*
- Tightly close the sample bag and wipe exterior with a damp cloth to remove material or dust that may have adhered to the bag during sampling, disposing of the cloth in a trash container.
- Label the bag with Date, Sample Location, Sample Type (e.g. plaster, floor tile, etc.)
- Enclose sample bag(s) in a large Ziploc or resealable bag with Chain of Custody form to submit for analysis.
- **Collect Drywall samples from an inside or outside corner of wall to ensure sample includes the joint compound (drywall mud) that may contain the asbestos.**



SAMPLES NOT PROPERLY PACKAGED WILL NOT BE ACCEPTED

Note: Employees must adhere to WorkSafe BC Occupational Health and Safety Regulation. Employers must ensure that workers comply with the regulation.



Sample Collection Guide

Sample Type	Minimum size per sample	Minimum number of bulk samples to be collected, as recommended by WorkSafeBC
Surfacing Material <ul style="list-style-type: none"> • Drywall with joint/tape <ul style="list-style-type: none"> • Textured drywall • Plaster (white skim coat with grey cement or scratch coat)* <ul style="list-style-type: none"> • Stucco* • Plaster over drywall 	Approximately 5 x 5 cm or 2 by 2 inches *For plaster and stucco samples, please ensure at least 50% of the material is composed of grey cement or scratch coat	An area of homogeneous material of less than 1,000 square feet: At least 3 samples of each type of surfacing material
Flooring Material** <ul style="list-style-type: none"> • Vinyl Floor Tile • Vinyl Sheet Flooring with backing 	Approximately 5 x 5 cm or 2 by 2 inches **Include any adhesive and leveling compound	1 sample per flooring type in each room and 1 from each layer of flooring
Roofing Material <ul style="list-style-type: none"> • Membrane/Shingle/Felt 	Approximately 5 x 5 cm or 2 by 2 inches	An area of homogeneous material of less than 1,000 square feet: At least 1 sample, collect all layers
Mastic and putties	15 cm ³ (Approx. 1 tablespoon)	Any size of area of homogeneous material: At least 3 samples
Ceiling tile Brick & mortar Cement/Transite board Leveling compound	Approximately 5 x 5 cm or 2 by 2 inches	An area of homogeneous material of less than 1,000 square feet: At least 3 samples
Mechanical insulation (duct tape, pipe insulation, elbows, boiler)	50 cm ³ or 4 tablespoons	Any size of area of homogeneous material: At least 3 samples
Sprayed/blown-in insulation † with the exception of vermiculite insulation	50 cm ³ or 4 tablespoons	An area of homogeneous material of less than 1,000 square feet: At least 3 samples

† Please see the next section for vermiculite insulation sample requirement.



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SPECIAL INSTRUCTIONS WHEN SAMPLING VERMICULITE ATTIC INSULATION

It is recommended to leave vermiculite insulation in place ONLY if it is NOT being disturbed and your attic is NOT to be used as a living space.

However, some conditions warrant testing and expert advice even if the above circumstances are true. For instance, if the area is entered from time to time for storage purposes, if dust is sifting out of the attic or walls through seams, ducts or penetrations, or if a home renovation is planned.

It is highly recommend having a qualified person collect the samples due to the potential of creating dust during the sampling. **It is also a WorkSafeBC requirement to have a qualified person collect the samples if using a contractor to remove the materials.** If the homeowner decides to sample the vermiculite insulation, the following procedures are recommended:

- Health Canada recommends that you use a respirator to reduce the dust you breathe during collection. A NIOSH approved half-face respirator with P100 HEPA filters is recommended and can be purchased at most hardware stores. Be sure to follow all instructions for the respirator regarding fitting and maintenance. Please Note: This respirator is NOT adequate protection if a major disturbance of vermiculite is encountered as would be the case during a renovation or for the removal of the material.
- Mist the sampling location to reduce the potential of any dust becoming airborne.
- Avoid creating and breathing dust and do not remain in the area longer than absolutely necessary.
- Using a small garden hand spade or similar tool, collect material from the bottom portion of the insulation in the attic or from the bottom of the wall cavity into a large "zip-lock" type bag from 3 locations for areas under 1000 square feet and 5 locations for areas from 1000 to 5000 square feet. WorkSafeBC specifies the EPA/600/R-04/004 vermiculite sampling and analytical method which requires a total of approximately 1 gallon US (4 litres) of vermiculite.
- Tightly close the sample bag and wipe exterior with a damp cloth to remove material or dust that may have adhered to the bag during sampling, disposing of the cloth in a trash container. Wipe face and then respirator with a separate damp cloth prior to removing respirator from face and dispose of cloth in a trash container. Proceed to wash hands and face.
- Label the bag with Date, Sample Location, Sample Type (vermiculite)
- Enclose sample bag in a large Ziploc or resealable bag with Chain of Custody form to submit for analysis.

Should the sample analysis provide a negative result (no asbestos), Transmission Electron Microscope (TEM) analysis (or SEM) will be required prior to removal as a non-asbestos product. ACM can provide a quote for this service should it be required. Well



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over 70% of vermiculite insulation contains asbestos so this service is usually not required.

The sampler or submitter should contact the ACM laboratory, if unsure of any aspect of sample collection, at 604-873-8599.

CHAIN OF CUSTODY (COC), TRANSPORT AND PAYMENT INFORMATION

Chain of Custody

Each person that accepts custody of a legal sample also accepts responsibility for ensuring the security of that sample. ACM provides a Chain-of-Custody (COC) form to document sequentially those who have accepted custody of legal samples. A brief set of directions for completing the ACM chain-of-custody form are as follows:

1. The submitter will complete all sections in the chain of custody form. Please provide as much information as possible including a detailed description of the number and types of samples and physical characteristics.
2. The completed Chain-of-Custody form, with any other supporting documentation, must be submitted with the sample(s) in a separate Ziploc or resealable bag and/or affixed to the exterior of the sample bag. **(Not Stapled)**.
3. The Submitter is responsible for ensuring sample security as long as the sample is in his or her custody. When the custody of the sample is transferred, each receiver will document (signature and date/time) sample receipt and release in Section 4.
4. Although copies of the COC form may be provided to submitters, the original is retained with the sample.

Sample Transport

Samples may be delivered to the ACM laboratory by either of the following methods:

1. Delivery by the Sampler/Submitter: Coordinate delivery arrangements through the ACM office at (604) 873-8599.
2. Courier: Bonded courier services to transport legal samples to the ACM laboratory. Priority for pick-up (Immediate or Next Working Day) will be determined by ACM risk assessment. Samples will be prepared and secured for transport as described in the *Sample Packaging* and *Custody* sections. The courier will document accepting and relinquishing custody of the sample by signature and date/time. The courier will also ensure sample security as described in the *Custody* section.

Payment

Payment can be made by credit card (Visa, MasterCard), debit, e-Transfer, cheque, or in person with cash. If paying by credit card, please print out and sign ACM Credit Card Authorization form and send with your sample.