

Sample Submission Guidelines

THANK YOU FOR CHOOSING RSSL FOR YOUR TESTING. THIS GUIDE WILL TAKE YOU THROUGH HOW TO SUBMIT A SAMPLE TO ENSURE THAT YOU GET THE BEST POSSIBLE SERVICE AND TO COMPLY WITH CURRENT LEGISLATION ENSURING THE SAFETY OF OUR STAFF AND SAMPLE COURIERS. IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT US ON: +44 (0)118 918 4076 OR EMAIL: ENQUIRIES@RSSL.COM

Packaging your samples

Samples should be adequately packed and labelled according to the nature of any associated hazards and in compliance with current legislation. Guidelines for packaging of toxic and hazardous substances can be found below:

- Chemical Regulations 2009
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
- The Control of Substances Hazardous to Health Regulations 2002

It is a legal requirement that both the carrier of goods and the recipient know the nature of any hazard e.g. cytotoxic, flammable, etc. Therefore, the outer and inner packaging should clearly state this. Sharp objects should be packed in a rigid container to prevent any injury to staff.

Where to send your samples:

Please refer to the address on your quotation, and send to either:

- Reading Scientific Services Ltd, The Reading Science Centre, Whiteknights Campus, Pepper Lane, Reading, Berkshire, United Kingdom, RG6 6LA
- Reading Scientific Services Ltd, 2-3 Millars Business Centre, Fishponds Close, Wokingham, Berkshire, United Kingdom, RG41 2TZ

Please be advised that sample deliveries from couriers are accepted between 8am - 5pm Monday to Friday. Any deliveries out of these times may not be accepted without prior agreement. Please note that incorrectly packaged or labelled samples, or those without the required sample submission form or safety information, will not be accepted and will result in delays in agreed turnaround times.

Shipping Samples from outside the UK

We are pleased to confirm that Reading Scientific Services Limited (RSSL) has attained full [Authorised Economic Operator \(AEO\) Accreditation](#). If you are sending samples from outside of Great Britain please find our AEO details below:

Name: Reading Scientific Services Limited (RSSL)
EORI Number: GB366262738036
VAT Number: GB366262738

Legal Registration Number: 00741326
AEO Certificate Number: AEOF 00221/19

Paperwork required

Always include the sample submission form and complete all fields including details of the analysis required. Your results will not be issued without a Purchase Order (PO), to avoid delays please forward this to purchaseorders@rssl.com as soon as possible. Your submission form and any safety information must be accessible before the samples are opened.

Hazardous/toxic samples

Always include the COSHH assessment and Safety Data Sheet (SDS/MSDS) for hazardous or toxic samples. If you already have a completed COSHH assessment, you can send this. If not, then please complete our COSHH assessment form. Including any information regarding exposure limits or patient safety data. For pharmaceutical biologic samples, you must include a letter of inactivation signed by a QP, or data to prove that the material is safe to handle by our analysis.

Sample disposal

Samples will be held for 30 days after delivery of results, or 10 days for perishable samples. At the end of this period, samples will be removed from storage and processed as waste. Longer storage times, or sample return, can be arranged with associated charges. Please contact our team to discuss this before a quotation is issued.

My RSSL

Results will be issued via My RSSL, if you do not have an account, [please register here](#).