

SAMPLE ANALYSIS ORDER FORM

POST SAMPLE/S TO:
PO BOX 1474, CAPALABA, QLD 4157

ORDER DETAILS

NAME	
COMPANY NAME FOR INV (if applicable)	
COMPANY POSTAL ADDRESS FOR INV (if applicable)	
DATE	
PHONE	
EMAIL	
SITE ADDRESS FOR SAMPLE	
LOCATION OF SAMPLE 1	
LOCATION OF SAMPLE 2	
LOCATION OF SAMPLE 3	
LOCATION OF SAMPLE 4	
LOCATION OF SAMPLE 5	
LOCATION OF SAMPLE 6	

** RESULTS WILL BE EMAILED TO CUSTOMER IN PDF FORMAT ONLY

**\$85 FOR THE FIRST SAMPLE
AND \$50 FOR EVERY SAMPLE THEREAFTER (Incl GST)**

PAYMENT METHODS AVAILABLE – Results will not be emailed until payment has been received in full

Cheque (Made out to)	Quality Building Management (Brisbane)
Direct Debit	Invoice will be emailed once sample/s received
BPay	Invoice will be emailed once sample/s received

1300 880 466
inspections@qbm.com.au
qbm.com.au



SAMPLING PROCEDURES

Step 1 – Preparation

- Make sure no one else is in the vicinity when sampling is done.
- Shut down any heating or cooling systems to minimize the spread of any released fibres.
- Turn off any fans if you're inside. If outside, then sample on a non windy day.
- Do not disturb the material any more than is needed to take a small sample.
- Collect the equipment you will need for sampling, including:
 - pliers, resealable plastic bags, disposable coveralls, waterproof sealant, plastic drop sheet, water spray bottle
 - P2 respirator, rubber gloves.

Step 2 – Taking the sample

- Wear disposable gloves.
- Put on respiratory protective equipment (RPE).
- Wear a pair of disposable coveralls.
- Lay down a plastic drop sheet to catch any loose material that may fall off while sampling.
- Wet the material using a fine mist of water containing a few drops of detergent before taking the sample. The water/detergent mist will reduce the release of asbestos fibres.
- Carefully cut a thumb nail piece from the entire depth of the material using the pliers.
- For fibre cement sheeting, take the sample from a corner edge or along an existing hole or crack.
- Place the small piece into the resealable plastic bag.
- Double bag the sample, include the date and location and an asbestos caution warning.
- Tightly seal the container after the sample is in it.
- Carefully dispose of the plastic sheet.
- Use a damp paper towel or rag to clean up any material on the outside of the container or around the area sampled.
- Dispose of asbestos materials according to state or territory and local procedures.
- Patch the sampled area with the smallest possible piece of duct tape to prevent fibre release.
- Complete this form and place into pre addressed envelope.
- Enclose payment into the envelope.
- Place the sample bag into the envelope and attach a postage stamp, post to AAI.

Step 3 – Cleaning up

- Seal the edges with waterproof sealant where the sample was taken.
- Carefully wrap up the plastic drop sheet with tape and then put this into another plastic rubbish bag.
- Wipe down the tools and equipment with a dampened rag.
- Place disposable gloves and coveralls into a rubbish bag, along with the damp rag and drop sheet.
- Seal plastic bag.
- Wash hands.
- Keep RPE on until clean-up is completed.
- Follow a decontamination procedure (personal washing) upon completion of the task.