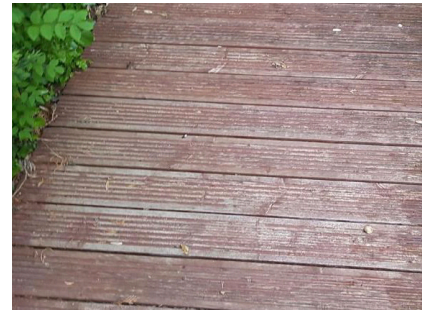


**Quick Guide for Sites Collecting Household Waste Wood Samples**  
November 2022

**1. Fence Posts (Not Fence Panels) ▼**



**2. Decking ▼**



**INSTRUCTIONS FOR WASTE WOOD CLASSIFICATION TESTING & SAMPLE COLLECTION**

1. Please ensure that the samples taken are from whole pieces of the items identified above. Then take a cross section from the middle no smaller than 150mm long – which should be sent to the lab: Reception Team (WRA Household Testing), Marchwood, Unit 1.A (A) North Road, Marchwood Industrial Park, Marchwood, Southampton, SO40 4BL
2. Safety equipment worn to collect the samples must be clean and free from any sources of hydrocarbon or metal contamination and where suspected creosote posts have been handled, new gloves should be worn for subsequent samples. Cross contamination of samples must be avoided.
3. Any sample preparation equipment must also be cleaned between each item.
4. Each sample will need to be securely wrapped in airtight packaging (e.g. a sealed plastic document wallet or shrink wrapped) and must have this form with the completed information attached to the outside of the packaging.

Please complete the information below and put this sheet on the outside of each sample. Put all samples together in a box or other suitable packaging and put the Marchwood Chain of Custody document on the top. Use 'WRA' for the Marchwood quote and PO Number and leave it blank where it says 'turnaround required'.

Company Name: .....

Site Name: .....

Location: .....

Contact name: .....

Telephone: .....

**Sample Type (Use new form for each sample. Please ensure a mix of fence posts and decking):**

Wood Type	Approx. Age of building	Enclosed Sample (Tick as appropriate)	Sample Source - HWRC, Household, Transfer Station (Please specify)	EWC Code (Tick as appropriate)	
				19 12 06*	20 01 37*
Fence Post ( NOT fence panels)	N/A				
Decking N/A	N/A				

**Sample Unique Reference Number** (To be provided by person sending sample to Marchwood using the format of the first three letters of your company followed by the first three letters of your site location followed by sequential numbering e.g. starting with 001 for the first sample sent from this site. The same unique reference number should be used on the Chain of Custody Form and a copy of the Chain of Custody Form should be emailed to [julia.turner@woodrecyclers.org.uk](mailto:julia.turner@woodrecyclers.org.uk) once it is sent off to Marchwood).....

Completing this request form means you give permission for your results to be shared with the WRA either directly by your lab or via the Hazardous Waste Online platform. The only information shared will be the test result, the wood type and the geographic location to allow WRA to satisfy the EA's testing criteria. No specific company information will be identifiable. Please sign below to confirm this:

Name: ..... Signature: ..... Date: .....

This will ensure we can complete the assessment on behalf of the industry. We appreciate your input.

**Any results obtained are specifically for this piece of work and cannot be relied upon for any other purpose. If you have any queries at all, please do not hesitate to contact 0330 325 0490 or [julia.turner@woodrecyclers.org](mailto:julia.turner@woodrecyclers.org)**