

## FOAM SAMPLING PACK: IMO FOAM CONCENTRATE TEST

Thank you for using our Foam Testing Service!

Now you have your Foam Sampling Pack, this Instruction Guide takes you through step-by-step how to label and return your foam samples - and what happens next!

If you have any questions, please don't hesitate to contact us - send an email to [info@foamtesting.com](mailto:info@foamtesting.com) or give us a call on +44 (0) 1561 361515.



### WHAT'S INCLUDED IN THE PACK?

Inside the supplied pack, you will find the following items:

- 1 Litre Labelled Sample Bottles x2
- Bottle Sealing Bags x 2
- Sample Return Form
- Shipping Documentation
- Instruction Leaflet
- Marker Pen
- Addressed Mailing Bag
- "Documents enclosed" envelope

### STEP 1: WHAT SAMPLES DO I NEED?

For each **IMO Foam Concentrate Test Report**, we need:

- 2 litres of foam concentrate

#### Note:

- The supplied sample bottles hold 1 Litre.
- For advice on how to take your samples, please visit [www.foamtesting.com](http://www.foamtesting.com)

### STEP 2: HOW DO I LABEL MY SAMPLES?

Once you've taken your Samples, you need to correctly label them.

Using the pen supplied, please complete all the fields on the labels attached to the sample bottle:

- **Company name**
- **Order Reference / P.O. No.** (provided on order confirmation)
- **Sample source**, eg truck, tank, port, ship, rig, etc.
- **Concentration**, eg 1%      ■ **Foam type**, eg AFFF
- **Sample location point**, eg top, middle, bottom or mix
- **Foam manufacturer**
- **Date of sample collection**

#### Tips:

- Ensure the bottles are clean and dry before writing on the labels.
- When completed, place each bottle into its sealing bag and secure.



### STEP 3: HOW DO I PARCEL UP MY SAMPLES?

Simply put the filled sample bottles back into the sampling pack box.

- Make sure the lids are on tightly and the bags are firmly secured.
- If possible, secure the top of the box with tape.
- Put the filled box into the supplied mailing bag and seal closed.



### STEP 4: WHAT PAPERWORK IS REQUIRED?

Please complete and put inside the box with the samples:

- Sample Return Form.

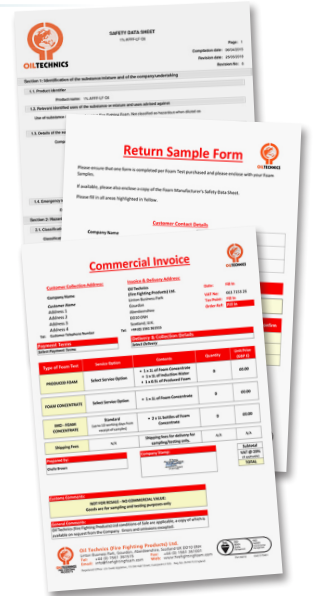
Please place the following into the "Document Enclosed" envelope:

- Shipping Documentation.
- A copy of the Safety Data Sheet for the foam sampled.

Once complete, attach the envelope to the outside of the box.

#### Note:

- It is very important a Safety Data Sheet is included: if one is not enclosed, our international courier may refuse to take collection of your samples.
- If you do not have access to a copy, generic example Safety Data Sheets for different foam types are available to download from our website: go to [www.firefightingfoam.com/resources](http://www.firefightingfoam.com/resources)



### STEP 5: HOW DO I GET MY SAMPLES TO YOU?

Let us know they're ready and we'll come and get them!

- To arrange pick up, complete and send our online form.
- A link to this form is included in the emails you've received from us.

### STEP 6: WHAT HAPPENS NEXT?

Once received, we will test your samples and send your report within **5 working days** - or within **1 working day** if you've chosen our priority service.

- Your report will be emailed to you.
- If you would like hard copy posted out, please let us know.



## IT'S THAT EASY!



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