

# Industrial hygiene air sampling data

Liberty Mutual Insurance IH laboratory | 94 South Street | Hopkinton, MA 01748

Email: [lmihlaboratory@libertymutual.com](mailto:lmihlaboratory@libertymutual.com) | Phone: (800) 230-6263 Ext. 27371

Standard turnaround

48-hour rush (150% surcharge)

24-hour rush (200% surcharge)

72-hour rush (75% surcharge)

Location / report to:		Billing information:		For laboratory use only:	
Contact name:		Contact name:		Order ID:	
Company:		Company:			
Street:		Street:			
City, St, Zip:		City, St, Zip:		Collector:	
Phone:		Phone:		Survey date:	
Email:		Email:		Project ID:	
cc:		PO number:		Project location:	

**Analysis requested:**

Customer sample number	Time total (min)	Rate (Lpm)	Volume (L)	Media	Analyte(s)	Description/Operation
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

It is our company policy to report any contaminant found at or above 10% of its TLV

Please check this box if you do not want a blank added. If blanks are not submitted and the box is not checked, our policy states that a laboratory blank will be added for each analyte and it will be charged at normal rate.

**Comments:**

Relinquished by (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Received by (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## Sample submission

1. All samples submitted to the laboratory must be accompanied by a completed Air Sampling Data form available from the laboratory. Photocopies are acceptable.
2. Keep a copy of the form for your records.
3. Mail the original to: **Liberty Mutual Insurance IH Laboratory**  
**94 South Street**  
**Hopkinton, MA 01748**

## Blanks

A sample blank must be submitted for each type of analysis requested. If a blank is not submitted, we will add one upon receipt of your samples. Blank samples will be charged at the normal sample rate.

## Fees

Sampling media is provided at no cost as long as the samples are sent to the laboratory for analysis. All unreturned media are billed at cost.

We can accommodate rush requests. Call the laboratory one day prior to submitting to confirm the availability of the instruments. Our normal turnaround time for routine analysis is five business days. Rush surcharges are 200% for 24 hours, 150% for 48 hours, and 75% for 72 hours. Samples submitted after 3 p.m. will be considered as the next day's submission.

## Shipping guidelines

- Do not ship glass sorbent tubes in flexible containers or envelopes.
- Bulk samples for asbestos should be sent in double zip lock bags, screw top vials or equivalent. Do not send samples in paper envelopes. Keep the Air Sampling Data form separate from the samples.
- If available, pure bulk samples are requested for Naphthas, mineral spirits, Stoddard solvents, etc. Bulk organic solvents must be sent in a separate package from air samples to avoid cross-contamination. Do not send organic solvent bulks in plastic vials, as some solvents permeate plastic. You can obtain glass vials from the laboratory. One- to two-milliliter vials are sufficient.
- Some samples require cold shipping. Refer to the Liberty Mutual Sampling Guide for further information.
- Save time and money. Some analytes can be collected on the same sampling media and analyzed together. Refer to the Liberty Mutual Sampling Guide.

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## Laboratory contacts

- **Phone:** (800) 230-6263 or (508) 544-5300
- **Fax:** (508) 435-3575
- **Laboratory manager,** ext. 27352
- **Quality control coordinator,** ext. 27338
- **Quality control issues,** ext. 27338 or 27348
- **Media ordering,** ext. 27371