

ENVIRONMENTAL BRIEFING

Routine Effluent Monitoring Procedure

Summary

As part of our Environmental Management System and to demonstrate our compliance with surface water / trade effluent discharge consents, routine sampling and analysis is required. Samples may be taken by SOCOTEC contractors for sites with complex monitoring requirements. However, most sites will have sample bottles sent to site on a routine basis, annually or more frequently, for samples to be taken locally and sent for analysis.

In order for this process to be efficient and effective the following procedure must be followed.

What to do when the green box arrives from ALS Labs

- Check it relates to your site and sample point – code on bottle label.
- Plan ahead to arrange your sample collection as you will need to arrange a courier to return the sample to the lab, AS SOON AS POSSIBLE after you have taken it (Samples degrade over time, and this affects the validity of the results).
- Call ALS labs to arrange a suitable date and time for your sample to be collected. You can book in advance if you know when you are taking the sample. They will ask you the postcode for the collection and what time window (am, pm or all day) that you require.
- Meera Dass at ALS can support if there are any issues - 02476 856 510 - meera.dass@alsglobal.com



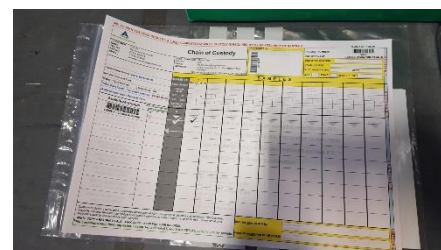
How to take a representative sample

- Collect a sample of the discharge from the place identified as the sampling point and always take the sample from the same place.
- Some discharges may have taps, some may be from a pond or lagoon.
- Ensure you take the sample safely, wearing latex gloves if possible, either filling the bottle(s) directly from the tap or using another vessel to sample the water and pour it into the bottle.
- Sample the water alone trying not to disturb any sediment.
- Fill the bottle to the very top so that when the lid is tightened there is no air trapped inside the bottle.
- Try to keep in a cool place until the bottle is collected by the courier.



How to complete the Chain of Custody Form

- Underneath the sample description (Column 1) please write clearly the date and time of sampling.
- At the bottom of the form please write clearly your name.
- Please ensure that the sample and all associated paperwork are in the green box by the earliest courier time and that there will be someone available to hand over and sign for the sample transfer during the agreed collection window.
- Stick the return label over the existing address label.
- As soon as the sample has been collected by the courier, please email a copy to Annette Symonds - annette.symonds@cemex.com



Results of sampling are sent out to the nominated people for each site. Please ensure that Annette Symonds is notified of all relevant site monitoring and personnel changes. Past results and details of sites where sampling is overdue can be found on the UK Sustainability SharePoint - [Link](#). Please check to see if your site sampling is overdue and arrange with Annette for new sample bottles if required.

A full Sampling procedure is available on the UK Sustainability SharePoint - [Link](#). Training for Water and Effluent Management (ET06) is also available on the UK Sustainability SharePoint - [Link](#). Additional advice is available from Annette Symonds - annette.symonds@cemex.com, Phone: 07557 317597

Thanks for your assistance in ensuring compliance with our sampling procedures and legal obligations.

For further details or information, please contact a member of the Sustainability Department.

