

# TAKING A SAMPLE TO BE TESTED

**Ensure that all personnel who may come into contact with fuel are adequately equipped with the correct personal protection equipment.**

## Health and Safety

Please refer to your company's health and safety policy for further advice. It is essential that any sample tested is representative of the whole batch transfer, that the sampling is witnessed by all parties and that it is tested by Intertek Lintec as soon as possible after being taken. Intertek Lintec's easy to follow instructions have been designed to help you achieve this.

## Before bunkering commences

- Ensure that the sampling device has been installed correctly, that it is clean and ready for use.
- Present the supplier's representative with a Request To Witness Fuel Sampling Form.

## Once bunkering commences

- Flush the sampling device through with a small amount of fuel oil from the new bunkers.
- Fuel oil collected from this operation should be segregated and then carefully disposed of.
- Having flushed the device through, fix a Cubitainer to the sampling point making sure that it is still folded up.
- Begin to take a sample of the bunker transfer, adjusting the flow to the Cubitainer to ensure that the sample is taken throughout the bunkering operation.

## Once bunkering is complete

- Make ready the three commercial sample bottles, plus the MARPOL Annex VI sample bottle.
- Close the valve on the sampling device and carefully remove the Cubitainer.
- Seal the Cubitainer.
- Shake the Cubitainer well so that the sample thoroughly mixes.
- Pour the fuel into each of the four sample bottles in turn, filling each bottle until only 1/3 full.
- Repeat this process, this time filling each bottle until only 2/3 full.
- Finally, fill each bottle in turn until 90% full.
- Fit the sealing caps to the sample bottles, ensuring that they are tight and leak sealed.
- Carefully dispose of the Cubitainer and any remaining contents.

If bunkering in Singapore take four commercial samples in order to comply with local regulations.

## Paperwork and form filling

- Fully complete the Bottle Labels, ensuring that all are signed by the Chief Engineer and also by the supplier's representative.
- Carefully attach the labels to the sample bottles.
- Complete the Bunker Data Form, ensuring that it is signed by the vessel's Chief Engineer and also by the supplier's representative.
- Note:- It is essential that the serial numbers of the sample bottles are correctly recorded on the Bunker Data Form.

## Distribution of sample bottles

- Hand one commercial sample to the supplier's representative, together with a copy of the Bunker Data Form and a copy of the Request To Witness Fuel Sampling Form.

- Keep one commercial sample safely stored on board the vessel.
- Keep the Marpol Annex VI sample safely stored on board the vessel.
- Note:- Ensure that all details are recorded in the Marpol Annex VI log book (available from Intertek Lintec).
- Finally, prepare one commercial sample to be tested by Intertek Lintec.

## Sending your sample to be tested by Intertek Lintec

- Make up the mailing carton and insert the sample bottle.
- Insert a copy of the Bunker Delivery Note and the Bunker Data Form.
- Close the mailing carton and place it in the courier bag.
- Log on to [intertek-lintec.com](http://intertek-lintec.com) and request sample collection. If internet access is unavailable ship staff should complete an airway bill provided.
- Complete the Proforma Invoice.
- Hand the sample to your agent, together with the Proforma Invoice and the Airway Bill.
- Send a completed Request For Bunker Sample Collection Form to Intertek Lintec - via [lintec.dhl@intertek.com](mailto:lintec.dhl@intertek.com). Intertek Lintec will then arrange for the sample to be collected and forwarded to our laboratory.

If bunkering in Singapore simply telephone 6777 3944 to arrange local collection. Advise your company name, address, contact name and telephone number.

## FOR MORE INFORMATION



[intertek-lintec.com](http://intertek-lintec.com)



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[lintec@intertek.com](mailto:lintec@intertek.com)

# NO INTERNET ACCESS

IF INTERNET ACCESS IS UNAVAILABLE SHIP'S STAFF SHOULD COMPLETE AN AIRWAY BILL PROVIDED

All the DHL AWBs supplied by Intertek Lintec are pre-printed in as many places that are permitted by DHL, to reduce the amount of boxes you are required to complete.



The only sections you need to complete to send a bunker sample to Intertek Lintec are as follows:

#### Section 2 - Shipper Details

These details need to be the company name, address and telephone number of the agency you have landed your sample with – NOT your owners address.

#### Section 4 - Number of Pieces and Weight

Please advise how many parcels (i.e. 2 x samples in one bag is 1 piece) and the weight (i.e. 1 sample is 1kg).

#### Section 7 - Signature and Date


Please sign and date.

Please do not tick any of the boxes on the right hand side in Section 8 as this then incurs unnecessary charges from DHL.

All of our samples are delivered first thing in the morning, therefore requesting a 'timed' delivery (StartDay) happens automatically with no extra charge, but by ticking this box, DHL can then charge extra and these costs must then be passed onto your owners.

#### FOR MORE INFORMATION

 [intertek-lintec.com](https://www.intertek-lintec.com)

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