



FITZ SCIENTIFIC - USER GUIDE TO USING THE DEPOT DROP-OFF

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SCIENTIFIC

MONITORING & TESTING

Fitz Scientific has **Depot Drop Off locations** for customers both in Dublin and Waterford.

1. If you wish to drop off samples at the Depot, you must contact our **Field Services team** by email at fsteam@fitzsci.ie or by phone at **041 9845440 Ext. 3** no later than **2:00 p.m.** the day before. Drop-off is permitted only once approval has been granted.
2. The Digital Chain of Custody (DCOC) must be completed through Web Portal **before** drop-off, as we require the 4 Digit Sample Submission Code that relates to your samples.

Same Day Collection Cut Off Points:

- **Dublin Depot:** Samples must be dropped **before 2:00pm** for same day collection.
- **Waterford Depot:** Samples must be dropped **before 1:00pm** for same day collection.

To avail of the Depot Drop off service, please:

Notify our team by E-mail fsteam@fitzsci.ie or Phone 041 984 5440 Ext 3 and provide the following information:

- Company name
- 4-digit Sample Submission Code
- Number and Type of samples (Food, Surface Water, Solid, etc)
- Which Depot Drop Off you will use

Once approval has been given you will receive the access code and padlock code for the Depot and a copy of the Handover Slip required to accompany your samples.

To access the Depot:

- Upon entry, dial in the access code on the security pad beside the yellow door.
- The access code needs to be used even if another customer is dropping a package and already has the main door open.
- Do not leave the door unattended at any time or allow any unauthorised people into the facility.
- Find the appropriate unit (**36A Dublin or G97 Waterford**) shown below and input the padlock code.
- Please leave your completed Handover Slip with your samples. You should have received a copy of the Handover Slip from Field Service team organising the collection, however there should also be a supply of the Handover Slips inside of the unit.
- You must lock the padlock when leaving the Fitz Scientific unit.
- You must dial the access code again when you are leaving the facility on the inside security pad, which can be found before leaving the main door.

Note: It is not required to put Soil or Solids samples in the fridge, these can be left on the shelves beside the fridge. **Fridge should be used for Food/Water samples only.** Cooler boxes with ice packs can be left on the shelves beside the fridge. Ensure your 4-digit code is written on each of the samples you are leaving at the depot.

Our two drop off locations:

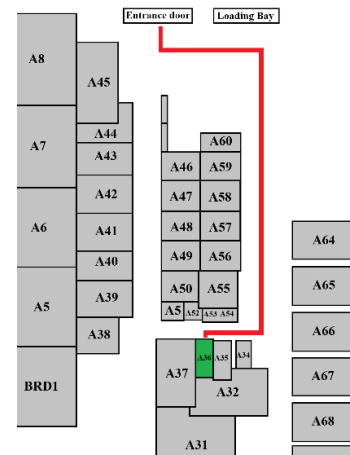
- 1) **Dublin:** U Store IT - Unit 1, North Park, North Road, Kildonan, Dublin 11, D11 E6C3



Dublin Depot Door



Dublin Unit Door 36A



Dublin Unit Map

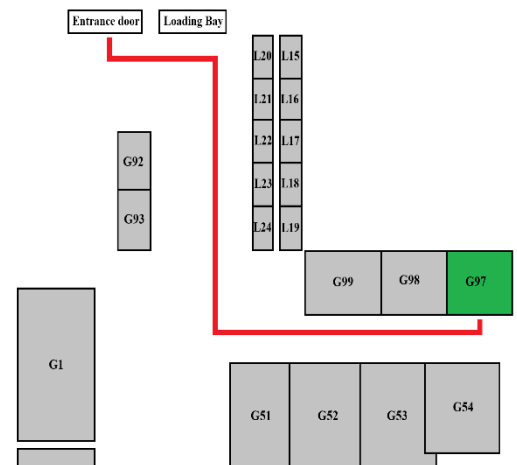
- 2) **Waterford:** U Store IT - Unit 45/46 Waterford Business Park, Cork Road, Waterford, X91H9CV



Waterford Depot Door



Waterford Unit G97



Waterford Unit Map

Depot Opening Hours:
 Monday – Friday: 09:00 – 17:30
 Saturday: 09:00 – 16:00
 Sundays and Bank Holidays: Closed

Duty of care and false alarms:
 Please be aware that you have an extra duty of care when using the facility outside normal office hours.

If you have any questions or require further details, please do not hesitate to contact our customer service team at customerservice@fitzsci.ie

Thank you for choosing Fitz Scientific as your service provider.