

22062/IS/0810

MANAGEMENT ASBESTOS SURVEY REPORT

BUILDING SURVEYED:

Shire House Suite,
Bodmin,
Cornwall.



FOR:
Bodmin Town Council
SURVEYED ON:
26th August 2010

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Shield Environmental Services Ltd (Surveying Division) wish to advise our client/s that no obligation (actual, assumed or otherwise) maybe placed upon the client, for further work related to the recommendations from this report.

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1: EXECUTIVE SUMMARY

A Management Asbestos Survey, carried out in accordance with in-house asbestos surveying procedures and HSE guidance document HSG 264 was conducted at Shire House Suite, Bodmin, Cornwall.

The survey was carried out by Shield Environmental Services Ltd (Surveying Division) on behalf of Bodmin Town Council on 26th August 2010.

The purpose of this survey was to locate, as far as reasonably practicable, the presence and extent of all suspected Asbestos Containing Materials (ACMs) in the building(s) which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

During the survey 9 samples of suspected ACMs were taken for analysis, ACMs were found or presumed in the form of:

- Cement roof slates - cladding
- Vinyl floor tiles

REPORT REVIEWED BY - Grahame Underwood

SIGNED -



Please note Shield Environmental Services Ltd (Surveying Division) cannot be held responsible for the way in which the Client may interpret or act upon the results of this report.



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2: INTRODUCTION

Shield Environmental Services Ltd (Surveying Division) has been instructed to carry out an asbestos survey by;

Bodmin Town Council (Judith Hayes)

To ascertain the presence of any asbestos containing materials within;

Shire House Suite, Bodmin, Cornwall.

Description of Site

Brick single storey building with flat roof.

Survey Type

The nature of the survey is a Management Asbestos Survey as detailed in HSE publication HSG 264 Asbestos: The survey guide. The purpose of the survey is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building(s) which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition. It may involve minor intrusive work and disturbance. The survey will usually involve sampling and analysis to confirm the presence or absence of asbestos but can be completed using a combination of sampling ACMs and presuming ACMs, or indeed, just presuming. Any materials found to, or presumed to contain asbestos must also have their condition assessed.

This report presents the findings of the survey and analysis reports of any bulk samples taken.

Floor Plans

Where provided floor plans should be regarded as sketch-plans and for identification purposes only. They are intended to provide a visual appreciation of the buildings surveyed, showing locations of suspected ACMs, areas of no access and where samples were taken.



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3: GENERAL SITE INFORMATION

SURVEY CONSULTANTS	-	Shield Environmental Services Ltd. (Surveying Division) Shield House, Caxton Business Park, Crown Way, Warmley, Bristol, BS30 8XJ
SURVEY CONDUCTED BY	-	Iain Shaw
CLIENT	-	Bodmin Town Council, Shire House, Mount Folly Square, Bodmin, Cornwall, PL31 2DQ
CLIENT CONTACT	-	Judith Hayes
SITE ADDRESS	-	Shire House Suite, Bodmin, Cornwall
SURVEY DATE(S)	-	26 th August 2010
REPORT DATE	-	2 nd September 2010
REPORT TYPED BY	-	Penelope Gardner
REPORT ISSUED	-	2 nd September 2010
REPORT REFERENCE	-	22062/IS/0810



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3: GENERAL SITE INFORMATION (continued)

- Areas Included in the Survey:
 - This survey was limited to all accessible internal and external areas of Shire House Suite, Bodmin, Cornwall.
- Areas Excluded from the Survey (Areas outside of ownership and control):
 - None.
- Inaccessible areas encountered during the time of the survey, for which no information was obtained:
 - None.
- Survey Methodology:
 - In-house asbestos surveying procedures and HSE guidance document HSG 264.
- Survey Type
 - Management Survey as defined in HSE guidance document HSG 264.
- Agreed Variations or Deviations from the standard HSG 264 method:
 - None.
- Agreed Exclusions and Inaccessible Areas:
 - None.



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4: CONCLUSIONS AND ACTIONS

Room No	Asbestos Containing Product	Recommended Actions	Urgency
(SRF 5) Ground Floor Internal Store	Vinyl Floor Tiles	<i>Monitor Condition</i>	<i>LOW</i>
(SRF 7) Ground Floor Internal Staff WC	Vinyl Floor Tiles	<i>Monitor Condition</i>	<i>LOW</i>
(SRF 11) Ground Floor Internal Gents WC	Vinyl Floor Tiles	<i>Monitor Condition</i>	<i>LOW</i>
(SRF 13) Ground Floor Internal Disabled WC	Vinyl Floor Tiles	<i>Monitor Condition</i>	<i>LOW</i>
(SRF 16) External Walls	Cladding	<i>Monitor Condition</i>	<i>LOW</i>



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5: SURVEY METHOD

The survey is conducted in accordance with our in-house asbestos surveying procedures and HSE guidance document HSG 264. Where appropriate, bulk samples of suspected ACMs are taken from the property.

Representative samples are also taken of any materials that may be confused with ACMs. Sampling location stickers, bearing the individual samples unique identification number, are applied to all sample points where practicable, for future reference.

Products that are very unlikely to contain asbestos are not sampled (e.g. wall paper, plasterboard, chipboard, wood etc).

All samples taken are sent to a UKAS Accredited Laboratory for analysis by polarised light microscopy (PLM) as per the method prescribed in HSG248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures. Completed bulk sample analysis test reports for all samples taken are appended for client review.

A Survey Report Form (SRF) is completed for each suspect sample taken, for materials strongly presumed to contain asbestos (i.e. materials visually similar to positively identified ACMs) and for areas presumed to contain asbestos (i.e. areas where no access could be gained at the time of the survey and non-accessed items of (electrical) equipment and plant.

Each SRF contains a colour photograph, individual material risk assessment scores (as prescribed under HSG 264), management recommendations and general observations / comments (where appropriate).

The SRFs are combined together to form a site-specific asbestos register (see Appendix 1).



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6: GENERAL COMMENTS

This report only relates to the situation on the day(s) of the inspection and cannot take into account subsequent changes in circumstances. Materials were only sampled where the surveyor considered there was a high probability that they may contain asbestos. This report contains findings based upon visual inspection and results of laboratory analysis.

During the course of the survey all reasonable efforts were made to identify the presence of asbestos containing materials within the surveyed areas however, asbestos containing materials are sometimes concealed within the fabric of a building or within sealed building voids, so it is not always possible to regard the findings of any survey as being definitive. Therefore, it must always remain a possibility that further asbestos containing materials may be found during any alteration, refurbishment or demolition works.

Where areas have been identified as inaccessible within the report, it indicates that the area specified was not accessible to the surveyor at the time of the inspection, either because such areas were locked and despite requests for access to be arranged none was, or to gain entry would require an unreasonable degree of dismantling to the structure of the building. The client is therefore advised to the possibility of there being asbestos containing materials in such areas.

Manufactured products containing asbestos have been extremely diverse. Therefore, responsibility cannot be accepted for any consequential loss or damage resulting from non-recognition of a material that is later established as having an asbestos content.

Figures quoted in the asbestos register detailing the extent of ACMs are approximate based on visual inspection on the day of the survey and should be used as a guide only.

No responsibility can be taken for any misinterpretation of this report by third parties.

A limited inspection only has been carried out of pipework concealed by overlying non-asbestos insulation. Inspection of pipework has been restricted primarily to the insulation visible. The presence of asbestos debris to pipework, which is not readily visible or would require the full removal and replacement of overlying insulation, has therefore not been investigated.

No responsibility will be accepted for the presence of asbestos in voids (under floor, or behind wall or ceiling) or pipework ducts other than those opened up during the survey.

The survey was limited to those areas accessed at the time of the Survey.

We have not reported on concealed spaces, which may exist within the fabric of the building where the extent and presence of these is not evident due to inaccessibility or insufficient knowledge of the structure at the time of the survey.



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6: GENERAL COMMENTS (continued)

We have not inspected flues, ducts voids or any similarly enclosed areas, the access to which necessitated the use of specialist equipment or tools, or which would have caused damage to decoration, fixtures, fittings or the structure. Therefore we are unable to report on any asbestos that may be present in these areas.

Representative bulk samples have been taken from all materials, which upon visual inspection appeared likely to contain asbestos.

Unless otherwise stated pipe work insulation and heating plant was not inspected in entirety. Representative samples were taken at random intervals where suspect material was observed. The scope of the works did not permit complete exposure and assessment of all pipework and heating plant.

Due to the nature and variety of asbestos uses in building construction and the complex nature of some buildings, especially where modified over the years, it is possible that some ACMs may not have been identified in the survey.

Manufactured products containing asbestos have been extremely diverse; therefore responsibility cannot be accepted for any consequential loss or damage resulting from non-recognition of a material which is later established as having an asbestos content. Certain 'Artex' type textured coatings and decorative plasters may contain very small quantities of asbestos. In situ, these coatings are often composed of different batches of product or may have been repaired / patched at different times. It is, therefore, possible that any 'Artex' samples taken may not be representative of the entire coating. Recent research suggests that in some cases, the fibres may have diameters below 0.1 um. These may not be visible by the optical microscopy method described in HSE publications HSG248.

At the time of the survey no access was gained to materials and or void areas located above, behind or attached to suspect asbestos containing materials (ACMs) sampled or presumed throughout the site. To do so would have required surveyors to break through suspect ACMs such as textured coating and insulation board potentially contaminate themselves and the work area with asbestos. Therefore it is recommended that site operatives are made aware of this survey limitation and instructed to exercise caution when breaking through materials and or areas located above, behind or attached to suspect ACMs that have been found not to contain asbestos following laboratory analysis.

Please Note:

The content of this Management Survey report does not negate the Duty Holder's responsibility to commission a Refurbishment/Demolition Survey prior to the commencement of any alteration, refurbishment or demolition works.



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7: REGISTER OF ASBESTOS CONTAINING MATERIALS






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Ref	Sample No	Floor	Location	Description	Accessibility	(A) Product Type	(B) Condition	(C) Surface Treatment	(D) Asbestos Type	Material Assessment Score (A + B + C + D)	Priority	Photo
5	22062/IS/17	Ground	Store Floor	Vinyl Floor Tiles	High	1	1	0	1	3	LOW	
Quantity		ID	Recommendations	Comments								
3m ²		AD	Monitor Condition	Regularly monitor condition of ACM.								
Ref	Sample No	Floor	Location	Description	Accessibility	(A) Product Type	(B) Condition	(C) Surface Treatment	(D) Asbestos Type	Material Assessment Score (A + B + C + D)	Priority	Photo
7	22062/IS/18	Ground	Staff WC Floor	Vinyl Floor Tiles	High	1	1	0	1	3	LOW	
Quantity		ID	Recommendations	Comments								
4m ²		AD	Monitor Condition	Regularly monitor condition of ACM.								
Ref	Sample No	Floor	Location	Description	Accessibility	(A) Product Type	(B) Condition	(C) Surface Treatment	(D) Asbestos Type	Material Assessment Score (A + B + C + D)	Priority	Photo
11	22062/IS/19	Ground	Gents WC Floor	Vinyl Floor Tiles	High	1	1	0	1	3	LOW	
Quantity		ID	Recommendations	Comments								
10m ²		AD	Monitor Condition	Regularly monitor condition of ACM.								



Material Assessment Algorithm

A: Product Type:
 1 Asbestos Reinforced composites (plastics, resins, mastics, roofing felt, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
 2 AIB, millboards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper etc.
 3 Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Priority Score (A+B+C+D) = (1-6 Low) (7-9 Medium) (≥10 High)

B: Extent of Damage / Deterioration:
 0 Good condition: no visible damage.
 1 Low damage: a few scratches or surface marks, broken edges on boards, tiles etc.
 2 Medium Damage: significant breakage of materials or several small areas where material has been damaged
 3 High Damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris

C: Surface Treatment:
 0 Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
 1 Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc
 2 Unsealed AIB or encapsulated lagging and sprays
 3 Unsealed lagging and sprays

D: Asbestos Type:
 1 Chrysotile
 2 Amphibole asbestos excluding crocidolite
 3 Crocidolite

Ref	Sample No	Floor	Location	Description	Accessibility	(A) Product Type	(B) Condition	(C) Surface Treatment	(D) Asbestos Type	Material Assessment Score (A + B + C + D)	Priority	Photo
13	22062/IS/21	Ground	Disabled WC Floor	Vinyl Floor Tiles	High	1	1	0	1	3	LOW	
Quantity		ID	Recommendations									
2m²		AD	Regularly monitor condition of ACM.									
Ref	Sample No	Floor	Location	Description	Accessibility	(A) Product Type	(B) Condition	(C) Surface Treatment	(D) Asbestos Type	Material Assessment Score (A + B + C + D)	Priority	Photo
16	22062/IS/24	External	Walls	Cladding	Medium	1	1	1	1	4	LOW	
Quantity		ID	Recommendations									
70m²		AD	Regularly monitor condition of ACM.									

Material Assessment Algorithm

A: Product Type:
 1 Asbestos Reinforced composites (plastics, resins, mastics, roofing felt, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc)
 2 AIB, millboards, other low density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper etc.
 3 Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.

Priority Score (A+B+C+D) = (1-6 Low) (7-9 Medium) (≥10 High)

B: Extent of Damage / Deterioration:
 0 Good condition: no visible damage.
 1 Low damage: a few scratches or surface marks, broken edges on boards, tiles etc
 2 Medium Damage: significant breakage of materials or several small areas where material has been damaged
 3 High Damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris

AD – Asbestos Detected SPTCA – Strongly Presumed to Contain Asbestos

C: Surface Treatment:
 0 Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
 1 Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc
 2 Unsealed AIB or encapsulated lagging and sprays
 3 Unsealed lagging and sprays

RV1/Section0.201014/Apr10

D: Asbestos Type:
 1 Chrysotile
 2 Amphibole asbestos excluding crocidolite
 3 Crocidolite

8: REGISTER OF NON-ASBESTOS CONTAINING MATERIALS







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Ref	Sample No	Floor	Location	Description	Photo
1	Not Sampled – Visual Inspection	Ground	Suite	Not Applicable	
Quantity	ID	Comments			
Not Applicable	PNTCA	No visible ACMs identified within area of inspection and scope of this management survey. No action required.			
Ref	Sample No	Floor	Location	Description	Photo
2	Not Sampled – Visual Inspection	Ground	Kitchen	Not Applicable	
Quantity	ID	Comments			
Not Applicable	PNTCA	No visible ACMs identified within area of inspection and scope of this management survey. No action required.			
Ref	Sample No	Floor	Location	Description	Photo
3	Not Sampled – Visual Inspection	Ground	Store	Not Applicable	
Quantity	ID	Comments			
Not Applicable	PNTCA	No visible ACMs identified within area of inspection and scope of this management survey. No action required.			
Ref	Sample No	Floor	Location	Description	Photo
4	Not Sampled – Visual Inspection	Ground	Caretakers Room	Not Applicable	
Quantity	ID	Comments			
Not Applicable	PNTCA	No visible ACMs identified within area of inspection and scope of this management survey. No action required.			

Ref	Sample No	Floor	Location	Description	Photo
6	Not Sampled – Visual Inspection	Ground	Dishwasher	Not Applicable	
Quantity	ID	Comments			
Not Applicable	PNTCA	No visible ACMs identified within area of inspection and scope of this management survey. No action required.			
Ref	Sample No	Floor	Location	Description	Photo
8	Not Sampled – Visual Inspection	Ground	Passage	Not Applicable	
Quantity	ID	Comments			
Not Applicable	PNTCA	No visible ACMs identified within area of inspection and scope of this management survey. No action required.			
Ref	Sample No	Floor	Location	Description	Photo
9	Not Sampled – Visual Inspection	Ground	Bar	Not Applicable	
Quantity	ID	Comments			
Not Applicable	PNTCA	No visible ACMs identified within area of inspection and scope of this management survey. No action required.			
Ref	Sample No	Floor	Location	Description	Photo
10	Not Sampled – Visual Inspection	Ground	Cellar	Not Applicable	
Quantity	ID	Comments			
Not Applicable	PNTCA	No visible ACMs identified within area of inspection and scope of this management survey. No action required.			

Ref	Sample No	Floor	Location	Description	Photo
12	22062/IS/20	Ground	Ladies WC Floor	Vinyl Floor Tiles	
Quantity	ID	Comments			
12m ²	NAD	No action required.			
Ref	Sample No	Floor	Location	Description	Photo
14	22062/IS/22	Ground	Lobby Floor	Vinyl Floor Tiles	
Quantity	ID	Comments			
6m ²	NAD	No action required.			
Ref	Sample No	Floor	Location	Description	Photo
15	22062/IS/23	Ground	Boiler Room Ceiling	Ceiling Panels	
Quantity	ID	Comments			
3m ²	NAD	No action required.			
Ref	Sample No	Floor	Location	Description	Photo
17	22062/IS/25	External	Front Canopy Ceiling	Ceiling Panels	
Quantity	ID	Comments			
18m ²	NAD	No action required.			

9: PLANS



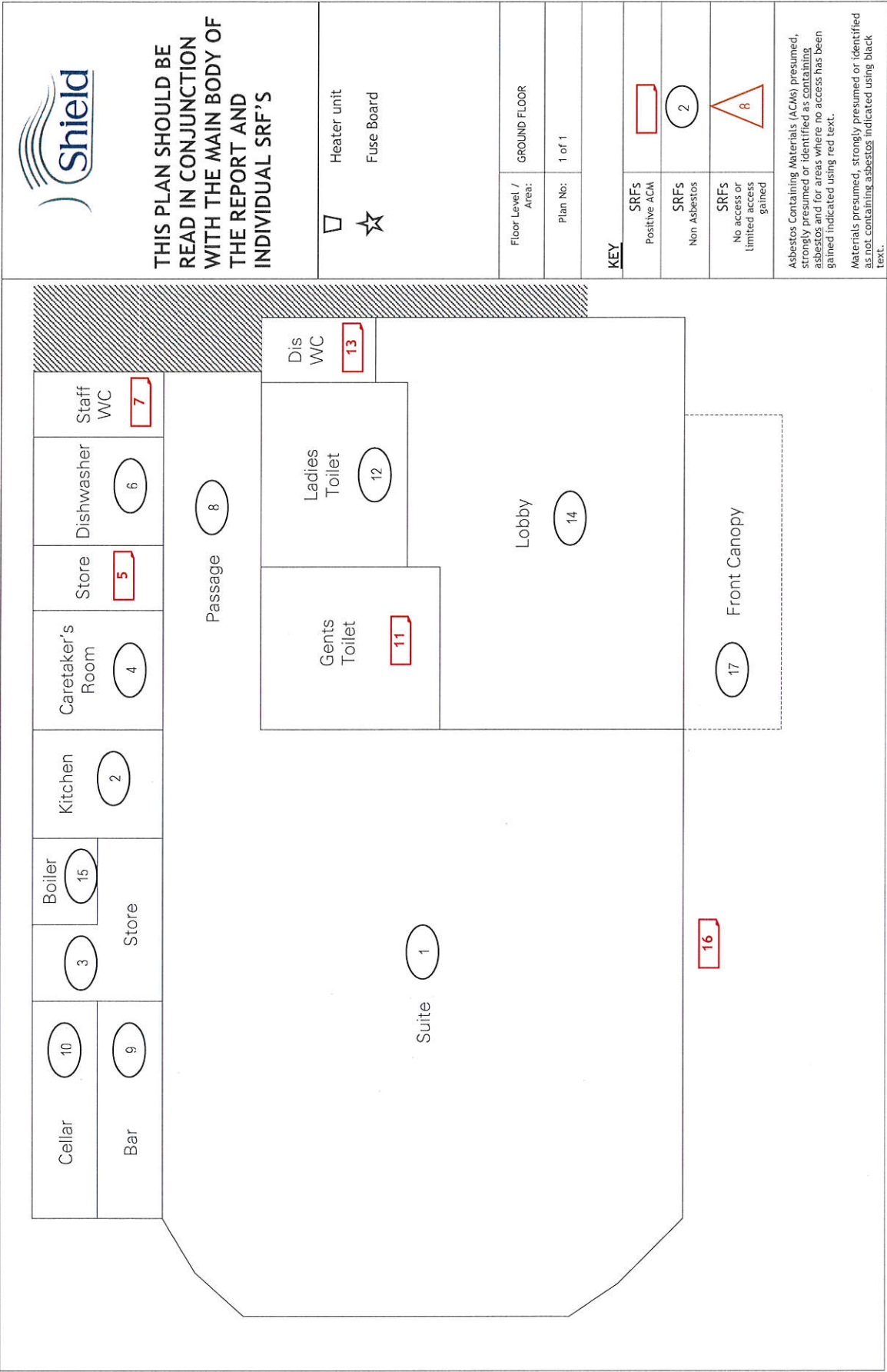
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Dis WC

13

Ladies Toilet

12

Gents Toilet

11

Suite

1

Lobby

14

Front Canopy

17

16



THIS PLAN SHOULD BE READ IN CONJUNCTION WITH THE MAIN BODY OF THE REPORT AND INDIVIDUAL SRF'S

☐

Heater unit

☆

Fuse Board

Floor Level / Area:

GROUND FLOOR

Plan No:

1 of 1

KEY

SRFs Positive ACM

SRFs Non Asbestos

SRFs No access or limited access gained

☐

2

8

Asbestos Containing Materials (ACMs) presumed, strongly presumed or identified as containing asbestos and for areas where no access has been gained indicated using red text.

Materials presumed, strongly presumed or identified as not containing asbestos indicated using black text.

10: BULK MATERIAL ANALYSIS REPORT



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ASBESTOS BULK ANALYSIS TEST REPORT

Test Report Number

R48795

SOP No. D3TA1 based on HSG248 Appendix2

Shield Environmental Services Caxton Business Park Crown Way Bristol BS15 3QX	
Date Samples Received by Lab:-	31/08/2010

Location:-	Bodmin Town Council
Date Sampled:-	27/08/2010
Sampled by:-	Iain Shaw
Date Tested:-	02/09/2010
Tested By:-	Gary Lowe
Your Order:-	
SSL Job No:-	46617

TEST RESULTS

Test Number	Client Sample Number	Sample Type	Sample Details	Asbestos Type(s) Present
163771	22062/IS/01	IB	Door Lining	NAD
163772	22062/IS/02	IB	Door Lining	NAD
163773	22062/IS/03	IB	Fire Closure Panel	AMO, CHR.
163774	22062/IS/04	IB	Door Lining	NAD
163775	22062/IS/05	IB	Door Lining	NAD
163776	22062/IS/06	IB	Door Lining	NAD
163777	22062/IS/07	VFT	Vinyl Floor Tile	CHR.
163778	22062/IS/08	IB	Door Lining	NAD
163779	22062/IS/09	TC	Textured Coating	NAD
163780	22062/IS/10	TC	Textured Coating	NAD
163781	22062/IS/11	IB	Firebreak/Boxing	CHR.
163782	22062/IS/12	RP	Toilet Cistern	AMO.
163783	22062/IS/13	TC	Textured Coating	CHR.
163784	22062/IS/14	TC	Textured Coating	NAD
163785	22062/IS/15	TC	Textured Coating	CHR.
163786	22062/IS/16	IB	Ceiling Panels	NAD
163787	22062/IS/17	VFT	Vinyl Floor Tile	CHR.
163788	22062/IS/18	VFT	Vinyl Floor Tile	CHR.
163789	22062/IS/19	VFT	Vinyl Floor Tile	CHR.
163790	22062/IS/20	VFT	Vinyl Floor Tile	NAD
163791	22062/IS/21	VFT	Vinyl Floor Tile	CHR.
163792	22062/IS/22	VFT	Vinyl Floor Tile	NAD
163793	22062/IS/23	IB	Ceiling Panels	NAD
163794	22062/IS/24	C	Cladding	CHR.
163795	22062/IS/25	C	Canopy Ceiling	NAD

Additional Comments

Authorisation Code	2010921649
Authorised by	Nick Brokenshire
Technical Approval	20102451649
Authorised by:	James Bolt

KEY

Sample Type: B = Bituminous Product, C = Cement, DD = Dust & Debris, G = Gasket, HSL = Hard Set Lagging, IB = Insulation Board, L = Preformed/Friable Lagging, LFF = Loose Fill Fibres, MP = Mineral Products, PS = Plaster, PT = Paint, RP = Reinforced Plastic S = Soils, SC = Spray Coating, TC = Textured Coating, TFT = Thermoplastic Floor Tiles, VFT = Vinyl Floor Tiles, T = Textiles O = Other (detailed).

Asbestos Type: AMO = Amosite, CHR = Chrysotile, CROC = Crocidolite, TRE = Fibrous Tremolite, ACT = Fibrous Actinolite, ANT = Fibrous Anthophyllite, NAD = No Asbestos Detected

Remarks: Materials have been referred to as Asbestos Insulation Board or Asbestos Cement based on their asbestos content and visual appearance alone. Density checks on materials have not been carried out unless stated otherwise. Where samples have not been taken by Scientific Services Ltd. it can only report analysis results. No responsibility can be taken for any consequences arising from the clients sampling strategy or procedures, or the use of these results in subsequent reports. *Tests so marked in this report are not included in the UKAS accreditation schedule for this laboratory. Tests marked S in this report have been subcontracted to a UKAS accredited laboratory.

This report relates only to the samples tested. Opinions and interpretations expressed herein are outside the scope of UKAS accreditation. This report may not be reproduced except in full, without written approval of the laboratory.

Approved by	NJB	Date	17/03/09
Issue No	7	Ref	D4B4

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ASBESTOS BULK ANALYSIS TEST REPORT

Test Report Number R48795

SOP No. D3TA1 based on HSG248 Appendix2

163796	22062/IS/26	VFT	Vinyl Floor Tile	CHR.
163797	22062/IS/27	C	Soilt	CHR.
163798	22062/IS/28	C	Wall Panels	CHR.

Additional Comments

Authorisation Code 2010921649
Authorised by Nick Brokenshire
Technical Approval 20102451649
Authorised by: James Bolt

KEY

Sample Type: B = Bituminous Product, C = Cement, DD = Dust & Debris, G = Gasket, HSL = Hard Set Lagging, IB = Insulation Board, L = Preformed/Friable Lagging, LFF = Loose Fill Fibres, MP = Mineral Products, PS = Plaster, PT = Paint, RP = Reinforced Plastic S = Soils, SC = Spray Coating, TC = Textured Coating, TFT = Thermoplastic Floor Tiles, VFT = Vinyl Floor Tiles, T = Textiles O = Other (detailed).

Asbestos Type: AMO = Amosite, CHR = Chrysotile, CROC = Crocidolite, TRE = Fibrous Tremolite, ACT = Fibrous Actinolite, ANT = Fibrous Anthophyllite, NAD = No Asbestos Detected

Remarks: Materials have been referred to as Asbestos Insulation Board or Asbestos Cement based on their asbestos content and visual appearance alone. Careful checks on materials have not been carried out unless stated otherwise. Where samples have not been taken by Scientific Services Ltd, it can only report analysis results. No responsibility can be taken for any consequences arising from the client's sampling strategy or procedures, or the use of these results in subsequent reports. *Tests so marked in this report are not included in the UKAS accreditation schedule for this laboratory. Tests marked § in this report have been subcontracted to a UKAS accredited laboratory.

This report relates only to the samples tested. Opinions and interpretations expressed herein are outside the scope of UKAS accreditation. This report may not be reproduced except in full, without written approval of the laboratory.

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