



## Objective of this document

The precious metal compounds submitted by the Precious Metals and Rhenium Consortium (PMC) for testing are very valuable substances. The PMC therefore proposes to follow a specific set of guidelines for handling the respective materials and reimbursing Sample Providers for the PM content of their samples that is lost in the testing programme.

The objective of this guidance is to ensure that the materials are handled and stored safely and that test materials, whether used or not for testing, are not retained by the testing house. We request each testing house that carries out tests with PMC substances to confirm in writing that they follow the below guidance as a minimum, in addition to any GLP requirement.

## Sample amounts required

- The testing house is aware of the very high value of some PMC materials and will make every effort to minimize the use of test substance, while still making sure that the test is conducted according to accepted guidelines and the results are valid for REACH and CLP purposes.
- Whenever possible, tests that consume less material should be preferred, provided they give the same reliability. Tiered approaches where test material can be re-used for more than one test should also be considered.

## Sample trailing and reimbursement

- *Sample providers must:*
  1. Provide samples as per PMC secretariat sample request (including information requirements)
  2. Invoice the PMC secretariat for the cost of shipping and insuring the sample during submission to the testing house
  3. Provide the PMC secretariat with the PM content of the sample and the cost of such content on the day of submission to the testing house
- *Testing houses must:*
  1. Regularly inform and update the PMC secretariat on the arrival of the samples by using and agreed sample trail template (Appendix A).
  2. Properly handle and store the samples received by applying the following rules or equivalent ones:
    - On the day of each test, the test item is to be signed out from Test Item Control (TIC) and stored in a locked cabinet; only one person will have access to the key.
    - Each time a test item is used a Usage Log Sheet is to be filled which will detail Serial Number, Date, Initial Weight and Weight after use in test.
    - At end of test day, the test item is to be returned to Test Item Control with the Usage Sheet.
    - All recoverable test items from testing will also be returned to Test Item Control, with minimum labelling of Serial Number, test type and date.
    - During the testing day, the Study Director will have overall responsibility of the Test Item.
    - At all other times the Test Items will be stored in TIC where the Project Manager will have overall responsibility. Test Item Control must be a specifically built secure



building with limited access. Only TIC staff and two senior staff members should have security clearance to enter the building. Swipe card and Key Code Entry must be required.

3. Retain and properly store a fraction of original sample as required as per GLP guidelines
  4. Return the remaining fraction of the original sample that was not utilised in the testing programme or retained as part of GLP requirements to the Sample Provider in the most cost-efficient manner:
    - Retain original individual packaging for different samples and Sample Providers
    - Minimise number of individual returns (e.g. all samples provided by same sample provider returned individually packed in one sending)
    - Join sample trail report with sample return, detailing the amount received, the amount stored for GLP, the amount returned and the amount spent during testing (subject to other treatment, see below)
    - Invoice the PMC secretariat for the shipping (and insurance) costs incurred in the returning of the samples to the Sample Providers
  5. Collect all used or spent samples in a unique container and properly complete the sample trail template (Appendix A) before adding each spent sample to the mixed container
  6. At the end of the testing programme, or otherwise recommended by the test house or requested by the PMC secretariat, return the mixed spent samples to the Recovery Member designated by the PMC secretariat and invoice the PMC secretariat for the shipping (and insurance) costs
- *Recovery Member(s) must:*
1. Inform the PMC secretariat on the arrival of the mixed sample for recovery
  2. Prepare, sample and analyse the material using their normal Refining business procedures
  3. Provide the PMC secretariat with a certificate of analysis reporting the PM content of the mixed sample
  4. Provide PMC with credit for the corresponding PM content (which shall not necessarily be equivalent to the whole value of the analysed content, in order to take into account process losses, etc. and fees such as an assay fee and a refining fee). These losses and fees will have to be deducted from the gross value before reimbursing Sample providers on a pro-rata basis.
- *PM secretariat must:*
1. Reimburse Sample Providers for the shipping (and insurance) costs incurred by the Sample Provider when sending the samples to the testing house
  2. On the basis of the sample trail document provided by Harlan and the certificate of analysis provided by the Recovery Member, charge the Recovery Member for the PM content recovered and calculate the amount of PM that must be reimbursed to each individual Sample Provider, taking into account:
    - Amount of PM content present in sample originally provided to the testing house
    - Amount of PM content present in sample returned by the testing house to the Sample Provider
    - Amount of PM content present in sample retained by testing house due to GLP requirements
    - Amount of PM content present in mixed sample analysed by recovery Member
  3. Reimburse each Sample Provider on a pro-rata basis for the amount of PM present in the original samples provided to the testing house and considering the value of the PM content on the date of submission of the original sample