

SAMPLING

Preferably, the samples should be collected the same day they are to be shipped, and should be shipped out on a Monday or Tuesday **ONLY** (to ensure weekday receipt in California).

Appropriate sample containers and preservatives are provided by EEA. **DO NOT RINSE OUT PRESERVATIVE.** Let the water of the sample source run at fast flow for five minutes, to remove superficial contamination.

Use a durable label (waterproof) and indelible ink (such as a permanent marker) to clearly identify the sample container with the information listed below:

- Client name
- Sample date **and time**
- Sample site
- Analyses required, if not already on label.
- Unique field sample identification

CHECK FOR SPECIAL SAMPLE INSTRUCTIONS IN THE COOLER OR ON THE KIT ORDER. In general, slow water flow (to minimize splashing) and fill the sample bottles up to bottom of neck (or completely, if the containers are 40-mL or 60-mL vials), making sure the mouth of the bottle does not come in contact with anything other than sample water. Screw cap on firmly. Store samples at $\leq 6^{\circ}\text{C}$ but above the freezing until transported to the lab.

Include completed Chain of Custody and Kit Order list with returned samples to specify at sample login the list of tests required. The following additional information is required on the chain of custody:

- Field sample identification
- Location, date and time of collection
- Collector's name
- Preservation type (including "No preservative")
- Sample type (water, soil, sludge, etc.)
- Special remarks concerning the sample, if applicable

INTERNATIONAL SHIPPING DOCUMENTATION

There are a few documents required to accompany samples shipped into the United States. These should be inserted in the window pouch, with the shippers air way bill on top, attached to the outside of the cooler, for access by Customs agents.

- TSCA CERTIFICATE, documenting if any hazardous chemicals are enclosed in the package
- COMMERCIAL INVOICE, listing the source, destination, contents and value of the package
- SHIPPING COMPANY AIR WAY BILL

INTERNATIONAL SHIPPING

The samples should be shipped out on a **MONDAY** or **TUESDAY** **ONLY** (to ensure weekday receipt in California). **Pack chilled samples** in a cooler and add enough **FRESH** wet ice to take up 30-50% of the cooler (e.g. most of the remaining space) inside two large plastic bags as recommended in our "***Wet Ice Packing Instructions.***"

After collection and prior to shipping, cool the samples down to $\leq 6^{\circ}\text{C}$ but above the freezing.

- If scheduling and holding times permit, refrigerate the samples overnight.
- If there is not sufficient time, turn the cooler into an ice bath: remove all packing materials and set the 1-L bottles on the bottom, standing upright. Lay bottles of other sizes across the necks of the 1-L bottles. Pour frozen ice up to the necks of the bottles; add water up to the shoulders of the bottles. **MAKE SURE NO BOTTLES HAVE THEIR NECKS OR LIDS UNDERWATER.** Let sit for 2-3 hours, remove the bottles and dry them; pour the ice water out of the cooler and dry it out.

Repack the sample containers, with chilled samples, packing material, and fresh ice. (Maximize the distance between any 40-mL vials and the blue ice packs.) Put ice in sealed ziplock baggies and pack into whatever space or crevices possible, to add additional coolant.

Add paperwork (i.e. Chain of Custody and Kit Order list) to cooler in a zip-lock bag, seal the cooler. Shake the cooler to see if contents shift: if they do, open cooler and add additional packing materials. When the cooler is packed tightly, secure shut with packing tape and ship out. Samples should arrive at lab within 2 days of sampling, taking no more than 40 hours for transit time.

Be sure to contact the laboratory in advance of shipping, so we can assist in expediting transport.

SUPPLEMENTAL INFORMATION

If shipping samples to EEA from overseas, there are numerous additional precautions, paperwork and labeling that are required to help ensure that samples are received for processing in a timely manner.

Please contact us for details for your particular country/territory so we may assist you and be prepared for the receipt of samples that may have short holding times for analysis.

At a minimum you will need to include with each cooler the following:

- A completed Toxic Substances Control Act (TSCA) form
- A commercial invoice identifying all contents of the cooler.

If you are submitting samples for testing from a food facility (e.g. a bottling plant), you need to be sure that your facility is registered with the FDA. Under the Bio-terrorism Act, all facility importing foodstuffs into the US must be registered and the recipient needs to be identified. There is an exemption for samples for analytical testing, but quicker clearance of Customs will occur if all paperwork has been performed in advance.

If you choose to use **Gel Packs Ice Bags**, place these ice bags in the freezer to freeze at **a minimum of 24 hours prior to sampling.**