

SAMPLE PACKAGING AND SHIPPING 8.6

Generally, the shorter the time elapsed between sample collection and analysis, the more reliable will be the analytical results. Ship carefully packed samples as expeditiously as possible. Follow the packaging and shipping requirements of NWQL, QWSU, or other analyzing laboratory. For more information on shipping to NWQL, review NWQL Technical Memorandum 95.04 and Office of Water Quality Technical Memorandum 92.06 (see “Selected References and Internal Documents”).

SAMPLE IDENTIFICATION AND PACKAGING 8.6.1

Use quality-assured sample containers (jars, bottles, or cartons) supplied by NWQL or QWSU. Analytical Services Request (ASR) forms must be completed in the field and included with each shipping container (cooler or carton). Do not seal the package without completing and including an ASR form, as described in 8.6.3.

1. Label each sample container using a permanent, waterproof marker, or use preprinted labels that will remain securely attached. Protect labels from water to prevent smearing.
 - Each label must, at a minimum, include
 - Site ID number
 - Date and time (MM-DD-YY @ HHMM) of collection
 - Sample designation code
 - Do not put analytical requests such as schedule number and lab code adds or deletes on sample container instead of on the ASR form.
 - Field personnel might find it more convenient to pre-label sample containers with preprinted labels before going into the field.
2. Securely fasten each cap. Do not use tape or paraffin on lids of jars containing organic samples—tape can contaminate the sample.