

NOTE: THESE INSTRUCTIONS REPLACE ALL PREVIOUS INSTRUCTIONS.

Shipping Instructions

Storing Samples Prior to Shipment

1. If you are not shipping samples on the same day they were collected, they should be stored in a secure (i.e., locked) location under the control of the official listed on the Chain of Custody (CoC) forms, until ready to ship. Store in coolers on ice, or in a refrigerator, keeping the samples at approximately 4° C. Water samples should not be frozen. Other samples (e.g. sediment, tissue) will be stored frozen once they are received by the laboratory, but do not need to be frozen while stored prior to shipment unless they will not reach the lab within 7 days of collection.
2. Dry ice may be used to keep samples cool prior to shipment, but if used, ensure that dry ice does not come into direct contact with sample containers and only use for water if water samples are *already frozen*. Shipping with dry ice requires special FedEx procedures and is not recommended.

Packing Samples for Shipment

1. Prior to packing coolers for shipping, ensure that fresh H₂O ice is available, or blue ice packs are available and already frozen. If blue ice packs are used make sure they are secured in the cooler so they do not cause sample jars to break. Be sure to wrap blue ice packs in bubble wrap. When using H₂O ice (generally preferred by labs) carefully enclose the ice in at least two layers of sealed bags (e.g. a garbage bag or large resealable bags). Make sure the cooler won't leak – shipment may be delayed if anything is leaking from a cooler. Tape up drain spigot on cooler to prevent leakage. Be sure samples are packed tightly and fill all extra space with packing material.
2. Each CoC form should be placed in a sealed clear large plastic bag. Verify that the Incident Name: "MS Canyon 252 NRDA" is on the COC form. Write any special instructions or remarks on the custody form. *Make copies of CoCs and FedEx labels before placing in/on cooler so they can be scanned and emailed to the NRDA data managers.*
3. Each individual sample container in the cooler needs to be labeled. In the field, affix sample ID labels to containers rather than writing directly on the glass. In the field or when preparing the samples for shipment, tape over label and around entire circumference of container to protect label. Optionally, also write sample ID on lid also to assist the lab's sorting of samples. Use a Sharpie pen or other permanent marker. Verify the label versus the COC form as you wrap each jar and place it in the cooler. *The Sample ID on the cooler must match the Sample ID on the Chain of Custody form.*
4. Samples need to be packed to avoid breakage:
 - a. Jars: wrap each jar in bubble wrap, sorbent pad, or other padding with a piece of tape to secure it. Pack into cooler in a way to ensure no shifting or glass-to-glass contact. If stacking jars in the cooler, place some kind of extra support/padding between layers (e.g. cardboard or bubble wrap). We often tape around the lid seams to ensure against losing lids.
 - b. Bagged samples (e.g., oysters in aluminum foil): place a sample ID label on the outside of the resealable bag containing the sample, then place the labeled bag inside another resealable bag (this ensures the label stays with the sample and is protected from moisture).
5. Samples must be separated by matrix into separate coolers.
6. Pack the bagged sample batches into coolers, with sufficient ice and/or blue ice packs to keep cool for more than one day (shipments sometimes get delayed). Place additional bubble wrap, or other stuffing to

protect samples, so that there is no void space in the cooler. Include the CoC form in a resealable bag inside each cooler.

7. Put evidence tape across the opening of the cooler so it would have to be torn to open the cooler. Seal the cooler with multiple rounds of clear plastic packing tape. If there is no evidence tape available, most tape you can write on will suffice, with the exception of electrical tape (do not use). Write the following four things on it:

- a. Your name
- b. The date
- c. "MS Canyon 252 NRDA"
- d. "Custody seal"

Use clear packing tape to secure the custody seal/evidence tape, and add another few rounds of clear tape around the cooler.

General Shipping Instructions

1. Coolers are to be shipped via FedEx Priority Overnight.

2. Each cooler will need a FedEx air bill. Some important things to indicate on the air bill:

- a. The FedEx account number to fill in is: 1000-8011-7. This number is only for shipping samples to labs and should not be used for any other purpose.
- b. For number 4a (upper right) on the form, check the "Priority Overnight" "Express Package" option.
- c. Check the "No Dangerous Goods" box
- d. For the payment method, check the "Bill to Sender" box
- e. For signatures requested, check the "Direct Signature" box
- f. Shipping address (**VERIFY** appropriate laboratory with the leader of your team or working group or call the hotline at 985-746-1394, addresses below)

3. Getting the samples to FedEx

- a. FedEx will pick up if they are contacted early enough in the morning.
- b. If you are dropping samples off, call your local FedEx office to determine latest drop off time to get samples out that night. If you cannot make that time, hold the samples in a cooler or other cool (and secure) area under your custody until you drop off the next day.
- c. FedEx may need to know the weight of the cooler. Use a bathroom or other available scale for coolers being picked up at local facilities. For coolers you take to the FedEx station, the coolers can be weighed there.

4. Notify the laboratory and trustee sample managers (see below) that you are shipping samples (contact info below).

5. Upload electronic field forms and COCs to the NRDA data site and notify the NRDA data managers by sending an e-mail to dwhnrda@gmail.com with the following in the subject line:

SAMPLE TO FTP <<YYYY>>_<<MMDD>>_<<LAST NAME>>_<<FIRST NAME>>

For example: "SAMPLE TO FTP 2010_0505_ETRE_NEAL"

See Data Management Protocol for Field Sampling, MS Canyon 252 on what and how to upload files to the NRDA ftp site. (NRDA_Field_Sampler_Data_Management_Protocol_07_05_2010.doc)

Lab Specific Shipping Instructions*

Lab Addresses

Sample Custodian
B&B Laboratories (TDI Brooks)
1902 Pinon Drive
College Station, TX 77845
Lab phone number: 979-693-3446

Sample Custodian
Alpha Analytical (NewFields)
320 Forbes Boulevard
Mansfield, MA 02048
Lab phone number: 508-822-9300

Sample Custodian
Columbia Analytical
1317 South 13th Ave
Kelso, WA 98626
Lab phone number: 800-695-7222

Contact Procedures for each Lab

1. For samples shipped to B&B: Call the B&B (“TDI-Brooks”) Laboratories (Amanda Brewster; 979-693-3446 or 979-777-5893 (cell); amandabrewster@tdi-bi.com) to alert them that samples are en route (provide number of coolers and samples). If Amanda is not available call/ask for Juan Ramirez (cell 979-777-0793). Also, send an e-mail to Juan Ramirez (juanramirez@tdi-bi.com) and Donell Frank (donellfrank@tdi-bi.com) at the laboratory to let them know that samples are coming.

Ship Tuesday through Friday and keep Saturday shipments for time critical/rush samples with prearrangement with Lab (Amanda, Juan, or Donell) prior to shipping. If possible, email a list (excel or text) of the sample ID and collection dates, or at least a pdf copy of the chain of custodies, ahead of all shipments.

When shipping on Fridays, be sure to make specific arrangements with the laboratory for them to PICK UP the samples AT THE FEDEX FACILITY on Saturday (including providing them with the FedEx tracking number in advance). Also make sure to check the box labeled “HOLD Saturday” on your FedEx shipping form. This applies also to the day before holidays when the samples could be held up by FedEx. Ask the lab whether samples should be held at FedEx for pickup or delivered.

2. For samples shipped to Alpha Analytical: Email dwhnrda@gmail.com that samples are en route. Subject line: “Samples to Alpha”. The email should contain the number of samples and coolers.

Samples can be received Monday through Saturday.

3. For samples shipped to Columbia Analytical, they take regular Saturday delivery at the lab (coolers are shipped “priority overnight” with Saturday delivery marked on the FedEx form).

Any questions or issues: contact the lab (above), or Greg Baker, NOAA, 206-409-0248, or the sampling hotline 985-746-1394. Non-urgent questions can be submitted to the NRDA email: dwhnrda@gmail.com

*These instructions are sometimes updated. Please check back on occasion.

Sample Intake Center Logistics

Sample Intake Centers are set up to help the field sampling teams with the documentation process. Those processes include:

- Verification of complete documentation
- Comparison of sample bottle IDs to Chain of Custody Form
- Download of electronic information from cameras and GPS units
- Scanning of field log books
- Acceptance of field samples and shipping of samples to laboratory
- Resupplying field sampling teams with coolers and other sampling supplies
- Posting of information to the FTP site
- Notification to laboratory of sample shipment

NOTE: Sample intake staff will reject samples that do not meet documentation requirements.

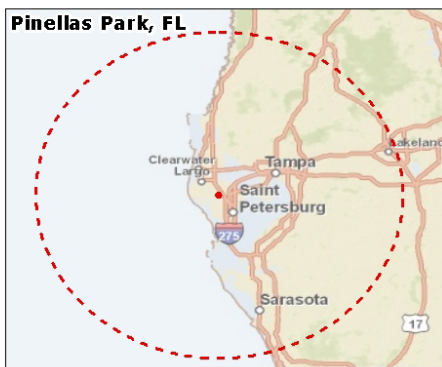
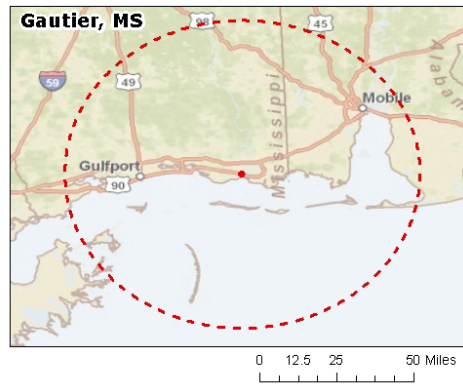
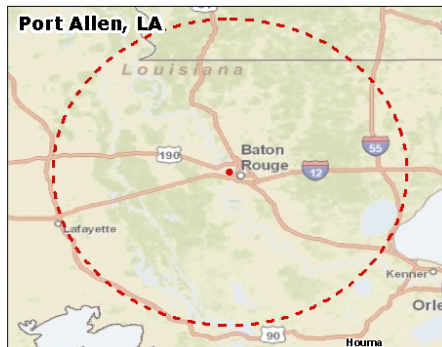
The Sample Intake Centers (SICs) are designed to facilitate sample shipment and field data submission. It is recommended the sampling teams use the SIC whenever possible. Samples can be taken to a SIC, or in most cases, a member of the SIC can pick up the samples at another location. You must coordinate sample pickups with the SIC with as much lead time as is possible.

MS Canyon 252 Incident, Gulf of Mexico

NRDA

Date Produced: July 1, 2010

Dade-Moeller Sample Intake Locations with 50 mile buffer - Driving Distances May Vary



Depending on the distance of your location from the nearest SIC, several days notification may be required. For example if you are one hour away, you may be able to email 2 days before pickup. If your location is 12 hr drive away, several days notice are required to allow the appropriate staffing for pickup. If you are within 50 driving miles from a SIC, please drive to the center for data intake (see maps for locations).

Current Dade-Moeller sample intake centers are located at:

4201 62nd Ave. North, Unit 15
Pinellas Park, FL 33781

1625 Highway 90, Suite B
Gautier, MS 39553

2609 North River Rd.
Port Allen, LA 70767

Other considerations and requirements for utilizing a SIC include:

- When utilizing the SIC, a member of the sampling team **must** remain with the samples until all information has been retrieved (see Chemistry Sample Documentation guide) and the samples have been signed over to a member of the SIC.
- If all the information is not provided to the SIC, the SIC cannot take possession of the samples, and the samples will remain with the sampling team who will then be responsible for all of the data management and sample processing. The SIC will make every effort to remedy any discrepancies in the field with the help of the sampling team. The SIC has no discretion to accept part of the information and have the remaining information delivered at another time or location.
- In some cases it may be desirable to have a member of the SIC imbedded in the sampling team to help facilitate sample processing during sample collection. For instance, this may be valuable when a team is out on a vessel for several days collecting hundreds of samples. Please contact a SIC for more information on this process. Alternatively, larger sampling teams are encouraged to designate at least one team member solely to sample processing and data entry.
- Samples must be segregated into four general matrix categories (oil/tarball, water, sediment, and tissue). For instance, to avoid potential cross contamination, oil and water samples should not be placed in the same cooler.¹ Additionally, if there are some samples with a very short hold time, these samples should be separated into another cooler so they can be processed immediately for shipment to the lab.
- If a large number of samples (>50) is anticipated to be delivered to a SIC, please notify the SIC ahead of time so they will have adequate staffing to process the samples. This will save time when checking in the samples. If a large quantity of samples is delivered on a single day, the samples will probably not ship out until the next day because of FedEx pick-up and drop-off hours. For large numbers of samples, it may also be physically impossible to perform the sample ID check against the Chain of Custody in the field. When this is the case, the Sample Intake Center will gather all required information and take the samples to another location where the samples can be physically checked and sample IDs on bottles

¹ To facilitate this separation, please use separate Oil/Tarball/Water field collection forms for Oil/Tarball samples and for Water samples.

compared to Chain of Custody forms. Any exceptions will be noted and sent to the laboratory as well as the Sample Team Leader for correction. Those samples will not be analyzed until the issues are resolved. If samples are received too late on Saturday, samples will not ship until Monday because FedEx does not ship or work on Sunday and holding samples in FedEx warehouse at hot temperatures will not maintain temperature. In addition, FedEx does not work holidays and similar restrictions will apply. Those collecting MUST plan for Sunday and holidays to meet holding times. Contact the SIC if you have questions.

- The Sample Intake Center has no discretion as to what information they will accept in the field or acceptance of samples if any information is incomplete. That is determined by the Data Management/Legal staff.

NOAA strongly encourages the use of the Sample Intake Centers. However, if you cannot utilize the Sample Intake Centers, you must still provide the same documentation listed above and perform all the processes that the Sample Intake Centers would normally perform.

For questions, please call the hotline number listed on the Sample Collection Forms 985-746-1394 or send an email to dwhsampleintake@gmail.com