

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. 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 preferable 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.
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 loosing 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. If possible, group similar types of samples together in the cooler, e.g. in a plastic grocery-type bag.
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, any tape you can write on will suffice. Write the following four things on it:
 - a. Your name
 - b. The date

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- 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.

Shipping

1. 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. Coolers are to be shipped via FedEx Priority Overnight.
3. 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):

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

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

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

Once Shipped

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.
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

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3. 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>>_<<MM>>_<<DD>>_<<LAST NAME>>_<<FIRST NAME>>

For example: "SAMPLE TO FTP 2010_05_05_ETRE_NEAL"

See **Data Management Protocol for Field Sampling, MS Canyon 252** on what and how to upload files to the NRDA ftp site. This is a MS Word file entitled "Instructions to Samplers 2010.05.05.doc"

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