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# SAMPLE HANDLING PROCEDURES

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- Line the top and bottom of the cooler with bubble wrap.
- A combination of bagged (or double bagged) ice in Ziploc bags and frozen refrigerant packs works best to maintain the samples at proper temperature. Loose ice is discouraged since melted ice may damage the bottle labels.
- If samples are collected at ambient temperature, they should be pre-chilled prior to shipment if possible.
- Sample containers should always be packed in an upright position and never stacked on their sides.
- Limit the amount of space between sample containers. Dead space allows the bottles to roll around and bump into each other. The bottles should be packed tightly (about 12 per cooler) so there is little dead space and even then; peanuts, foam inserts, or bubble wrap should be used to fill any space between bottles.
- Tape the caps of the bottles with Teflon tape and wrap with bubble wrap or use bubble baggies for each container. Ensure the bubble wrap goes completely around the top and bottom of the bottles.
- Label the sampling containers with the site location, sample number, date, time, and analysis using non-water soluble ink pens. The information on the Chain of Custody and container labels must match and be complete. Ensure you have signed the Chain of Custody as “relinquished”.
- Place the Chain of Custody in a plastic bag and tape to the inside of the ice chest lid.
- Sample bottles should be sent by an **overnight** carrier to ensure they are kept at <math><6^{\circ}\text{C}</math>.
- Temperature Blanks should remain in the shipping container and be returned with the collected samples.