

## Sample Shipping Protocol

**Note: each sample or batch of samples needs to remain with its COC (chain of custody) form for shipment. Place the COC into a Ziploc bag and including it inside the cooler with the samples themselves (see below).**

### Packaging

1. Prior to any packaging, ensure that blue ice packs are available and already frozen. If blue ice packs are not available use regular ice but make sure the cooler won't leak (note that dry ice is considered hazardous for FedEx shipping purposes and requires special procedures).
2. Each COC form should be placed in a sealed clear 8.5"x11" plastic bag. Include the Project Name: "Deepwater Horizon" on the COC form. Write any special instructions on the custody form.
3. Each sample needs to be labeled and packed to avoid breakage:
  - a. Jars: it's VERY easy to break large jars of water. Wrap each jar in paper towel, bubble wrap, or part of a sorbent pad with a piece of tape to secure it. Pack into cooler in a way to ensure no shifting or glass-to-glass contact. We often tape around the lid seam to ensure against loosing lids.
  - b. Bagged samples (e.g., oysters in aluminum foil inside Ziploc bags): add a sample ID label to outside of Ziploc bag. Place the labeled bag inside another Ziploc bag (this protects the label from condensation). We often add a duplicate paper label inside the bag to ensure a readable label (also the lab techs really appreciate a legible label).
4. If possible for each batch of similar types of samples, group them together in a plastic (e.g. grocery) bag in the cooler.
5. Pack bagged sample batches into coolers, with sufficient 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. Be sure to include the COC in a Ziploc bag inside the cooler.
6. Seal the cooler with multiple rounds of clear plastic packing tape. Put evidence tape over the packing tape at the opening of the cooler. Fill in info on the tape, and sign across it. If there is no evidence tape available, a strip of paper will work with the following four things written on it:
  - a. Your name
  - b. The date
  - c. "Deepwater Horizon"
  - 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. ***Do not ship on Fridays*** unless specific arrangements have been made with the laboratory to receive the samples on Saturday (including providing them with the fed ex tracking number in advance). This applies to the Wednesday before Thanksgiving, on Thanksgiving weekend, or on any other holiday that could

result in the samples being held by FedEx. If sample are to be received on Saturday, mark the package to be held at FedEx and for them to contact the lab.

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 (temporary IEc) FedEx account number to fill in is: 1000-8011-7.
  - 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:

Sample Custodian  
B&B Laboratories  
1902 Pinon Drive  
College Station, TX 77845

Lab phone number: 979-693-3446

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 your freezer for drop off (or pickup) the next day.
  - c. FedEx may need to know the weight of the cooler. Use a bathroom 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).

When shipping:

1. Transmit copy of the FedEx Air bill, chain of custody forms, and your sample tracking sheet to the trustee data manager for entry into the sampling database.
2. Call the B&B Laboratories (Amanda Brewster; 979-693-3446 or 979-777-5893 (cell); [amandabrewster@tdi-bi.com](mailto:amandabrewster@tdi-bi.com)) to alert them that samples are en route. Also, send an e-mail to Juan Ramirez ([juanramirez@tdi-bi.com](mailto:juanramirez@tdi-bi.com)) and Donell Frank ([donellfrank@tdi-bi.com](mailto:donellfrank@tdi-bi.com)) at the laboratory to let them know that samples are coming.
3. Upload a PDF copy of the COC and FedEx label to [DWHNRDA@gmail.com](mailto:DWHNRDA@gmail.com).
4. Contact Jim Payne ([jrpayne@sbcglobal.net](mailto:jrpayne@sbcglobal.net); cell 760-613-6391) or Bill Driskell ([bdriskell@comcast.net](mailto:bdriskell@comcast.net); cell 206-679-2277) if you have questions or issues with sample shipping.