

Packing and Shipping Procedures for Sending Samples to the DEP Central Lab

Packing the Samples:

- Most analyses require sample temperature preservation. Ship the samples to the Lab on ice, in coolers.
- If the cooler has a spigot, ensure that it has been plugged to prevent it from leaking water during shipment. Most coolers have been plugged with silicon.
- Place plastic sample bottles inside the ziploc bags provided.
- Place glass containers in the bubble wrap bags provided.
- Line the cooler with a large plastic bag.
- Place the bags of sample containers and the ice inside the large bag provided, distributing the ice around the samples. It is important that both the samples and the ice be placed in the large plastic bag. Coolers leak during shipment if the ice is not closed up in a bag and the samples become too warm if they are not in the bag with the ice.
- Close the large outer bag with a knot or twist tie.
- Place all field paperwork in the ziploc bag provided and tape the bag to the inside of the cooler lid. This will prevent the papers from getting wet. If possible, also include a copy of the airway bill inside the sealed plastic bag with the custody sheet. If the outside airway bill gets separated from the cooler during shipment, the shipping staff can open the cooler and find out where to deliver the cooler.
- Tape the cooler shut so that the lid will not come open during shipment.
- Note: The lab has received samples in styrofoam coolers that are inside an outer cardboard box. This is acceptable as long as the box is clearly marked that there are temperature sensitive samples in it.

Shipping the Cooler(s):

- Ship all samples to the FDEP Central Laboratory in Tallahassee using a priority overnight service.

Ship To:
FL Dept. of Environmental Protection Chemistry Lab
2600 Blair Stone Rd.
Tallahassee, FL 32399-2400
Att: Sample Receiving
Ph. 850-245-8085

- Ship samples on the same day of collection. If this is not possible, keep the samples at 4°C. Replenish the ice and ship as soon as possible. Notify the Central Lab if samples will be arriving late. The lab can give the samples a high priority in order to meet analytical holding times.
- The lab is not open on weekends or holidays so please do not ship the coolers on a Friday or the day before a State holiday.