

## SAMPLING INSTRUCTIONS

The following sampling instructions are used for collecting samples for DNA, T-RFLP, and PLFA analysis. Poly jars are the recommended sampling containers, but Whirl-Pak plastic bags are also accepted. Glass jars can be used but are not recommended due to the likelihood of breakage during shipment. Microbial Insights, Inc. can provide the proper sampling supplies upon request.

After the proper sampling bags or containers are obtained, be sure not to contaminate the inside of the sample bag or container with skin, dirt or any form of debris (this helps to ensure the accuracy of the data results). Wearing gloves (sterile is preferable) is recommended when sampling.

**Note:** It is important to collect as close to the required amounts as possible to ensure the ability to properly conduct the analysis requested.

**Hold time for this analysis is 24-48 hours.**

### *To Submit Sample:*

1. Once the required amount of solids (approximately 50 grams per sample) has been collected seal the container.
2. Properly affix a label with the sample name, date, and analysis requested.
3. Be sure to fill out the Chain of Custody (COC) form correctly and accurately and ship along with samples. A COC form is required for QA/QC purposes.
4. Once the bags/containers have been correctly labeled place them in the designated cooler.
5. Be sure to fill the remaining space in the cooler with blue ice or regular ice that has been double bagged in Ziploc bags to keep the entire shipment around 4°C, especially during the summer months.
6. All paperwork to be sent with the samples should be placed within a waterproof pouch or Ziploc bag and placed on top of the samples or affixed to the inside lid of the cooler.
7. Seal the cooler lid with a strong packaging tape.

## SHIPPING INSTRUCTIONS

### *Packaging Samples:*

1. Samples should be shipped in a cooler with ice or blue ice for next day delivery. If regular ice is used, the ice should be double bagged.
2. A chain of custody form must be included with each shipment of samples. Access our chain of custody at [www.microbe.com](http://www.microbe.com).

### *Shipment for Weekday Delivery:*

Samples for weekday delivery should be shipped to:

Sample Custodian  
Microbial Insights, Inc.  
10515 Research Drive  
Knoxville, TN 37932  
(865) 573-8188

### *Shipment for Saturday Delivery:*

Coolers to be delivered on Saturday must be sent to our **FedEx Drop Location**. To ensure proper handling the following steps must be taken:

1. FedEx shipping label should be marked under (6) Special Handling, check Hold Saturday,
2. The cooler must be taped with FedEx SATURDAY tape.
3. The shipping label must be filled out with the Drop Location address below. Our laboratory name must be on the address label.
4. You **MUST notify by email [customerservice@microbe.com](mailto:customerservice@microbe.com)** with the **tracking number** of the package on Friday (prior to 4pm Eastern Time) to arrange for Saturday pickup. Please make sure you write "Saturday Delivery" in the subject line of the message. **Without proper labeling and the tracking number, there is no guarantee that the samples will be collected.**

Samples for **Saturday delivery** should be shipped to:

Microbial Insights, Inc.  
FedEx Drop Location  
10601 Murdock Drive  
Knoxville, TN 37932  
(865) 300-8053