

## SAMPLING INSTRUCTIONS

The following instructions are used to collect soil samples for oil retention analysis. We require two 8 oz soil jars with screw caps lids per sample. Microbial Insights, Inc. can provide the proper sampling supplies upon request.

After the proper sampling containers are obtained, be sure not to contaminate the inside with skin, dirt or any form of debris (this helps to ensure the accuracy of the data results). Wearing latex gloves (or similar) 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.

### *To Submit Sample:*

1. Once the required amount of the sample has been collected, seal the container.
2. Properly affix a label with the sample name, date and analysis.
3. Be sure to fill out the Chain of Custody (COC) form correctly and accurately and ship it along with the samples. A COC form is required for QA/QC purposes. Indicate "oil retention" in the other column on the COC.
4. Once the jars 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 (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