

SAMPLING INSTRUCTIONS

Note: Clean latex gloves (or similar) should be used at all times when handling coupon samplers.

Installation:

1. Place coupon onto coupon holder, taking care not to touch the coupon with bare hands or tools.
2. Attach holder into access fitting and tighten the plug to secure.
3. Once installed, incubation times vary depending upon the scope of the project.

Retrieval:

1. Remove the coupon from the coupon holder, taking care not to touch the coupon with bare hands or tools.
2. Place each coupon separately into a whirl-pak bag. Affix a label to the bag and write the serial number of the coupon, its location in the line (e.g. top of line, bottom of line, 9 o'clock, etc.), the date and time of collection and the analysis requested.
4. Repeat the above for each Coupon Sampler from the site.
5. A chain of custody (COC) form must be included with each shipment of samples.
Hold time for this analysis is 24 – 48 hours.

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.

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** 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