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## **Sampling Instructions for Clients**

- 1. Below is a list of instructions for shipping samples to GAP. A checklist can be found in Appendix 1 that can be referenced to ensure that all components are complete prior to dropping the cooler off at a courier company.
- 2. Place sealed bottles inside the cooler. Ensure to leave ample space for ice packs and/or packing material as seen in **Figure 1** below.



**Figure 1.** Place sealed, labelled bottles in the cooler with ample space for ice packs and packing material.

- 2.1 Ensure that only plastic bottles are used, preferably ones supplied by GAP.
- 2.2 All bottles must be labelled with appropriate identifiers to allow each bottles to be matched with an entry on the chain of custody upon arrival at GAP.
- Fully complete a GAP Chain of Custody form and include with the samples inside the cooler, see **Figure 2** below for an example of how to complete the Chain of Custody.
  - 3.1 Seal the Chain of Custody form inside a water proof bag (i.e. Ziploc) to prevent it from getting wet during transport.



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GAPLAB								oMi		CHAIN OF CUSTODY								
A P Environmental Microbiology													la N6E 1P5 lab.com			Page	_1_ of _1_	
Client: XYZ Company						nce)			(5						GAP Project # A			
Client Contact: John Doe						bser	(1)	i	olate	(uoi	ation)	(uc						
Address: 123 Fake St.					egionella (Culturable)	egionella PCR (Presence/Absence)	3acteriophage (MS2/T1UV/T7)	otal Aerobic Plate Count	acterial Species ID (Top 3 Isolates)	Coliform (Membrane Filtration)	Filtra	tratio			Invoice to:			
Somewhere, XX A1B 2C3	Somewhere, XX A1B 2C3								Į,	rane	brane	e Ei						
Tel: 555-555-555 Fax:	jdoe@xyzcompany.com			gi Genus ID					esID	Memb	(Mem	(Membrane Filtration)						
Email: jdoe@xyzcompany.com									Speci	ım()	form	Jem						
Client Project # My Project P.O. #									erial	Colife	ecal Coliform (Membrane Filtration)	coli (N						
GAP Contact:			Fungi	Fungi	Legi	Legi	Bact	Tota	Bact	Total	Faeca	Е. сс						
Sample Identification	# of containers	Matrix				Ple	ase C	heck	Analy	rses R	eque	sted			Date/Time Collected	Volume Sampled	Lab Sample No.	
Sample 1	1	Water					Х								01-Jan-01	300mL		
Sample 2	1	Water					Х								01-Jan-01	300mL		
Sample 3	1	Water					Х								01-Jan-01	300mL		
Turnaround Time: Report Options:			Sampler (Print & Sign Name)												Laboratory Use Only			
Normal (5 to 10 business days)			Collected by: John Doe												Sample Temperature°C Temp			
Rush <sup>1</sup> : Date K Email				natur	e:										Acceptable Upon Receipt: Yes / No			
Special Instructions / Comments: Mail					Regul	ated D	rinkin act GA	g Wate	er. If in roMicr	itialed obial S	or if yo	ou hav s Ltd (G	bmitted is I e any quest GAP). Unles	ions s	Comments:			
				clearly indicated, all water samples received at GAP will be treated as non-potable, non-reportable, and not subject to any government regulations. See reverse for additional information.											Received at Lab by: Date: Time:AM _PM			
Please read the reverse side of this form for sampling and sh <sup>1</sup> Higher rates may apply, contact GAP EnviroMicrobial Service		tions.																

**Figure 2.** A fully completed chain of custody with client information, sample information, sampler information, and analysis requested complete.

- 4 Add frozen ice packs to the cooler and distribute them equally throughout the cooler.
  - 4.1 The number of ice packs should be approximately equal in volume to the volume of water samples inside the cooler, see **Figure 3** below.



Figure 3. Frozen ice packs added to the cooler in approximately equal volume to the water samples.



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- 4.1.1 Fewer ice packs can be used during the winter months as outdoor air temperature does not affect the cooling during this time.
- 4.2 Fill any remaining empty space in the cooler with packing material such as paper or bubble wrap to prevent shifting of sample during transport that may result in sample container breakage as seen in **Figure 4**.



Figure 4. Packing material (with Chain of Custody) added to the cooler to fill any voids inside the cooler.

- 5 Seal the cooler with packing tape. Ensure to wrap the tape completely around the cooler. The packing tape does not stick well to plastic so it must be stuck to itself.
- 6 If completing shipping paperwork yourself the following steps can be ignored. If using paperwork supplied by GAP (international shipping), follow steps 6 11 below.
- 7 Print off all pages of the waybill and commercial invoice provided.
  - 7.1 There will be 1 unique waybill per cooler to be shipped; each waybill will display a different tracking number.
  - 7.2 Three copies of the same commercial invoice will be present. These are identical.
- 8 Sign and date the waybill as seen in **Figure 5** below.

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Figure 5. The red circled area must be signed and dated on the waybill.

- 9 Fold and tape it to the outside of the cooler with the address and bar code showing as seen in **Figure**6 below. Ensure that the entire waybill is covered in clear packing tape or that it is enclosed in a labelope (plastic sleeve).
- 10 Sign and date all 3 copies of the commercial invoice as shown in Figure 7. These must be attached to the outside of the cooler in a labelope (plastic sleeve) as seen in Figure 8. If a labelope is not immediately available, then they can be obtained from the shipping depot upon dropping off the sample or from the courier driver if a pickup is arranged.
- 11 Drop the samples off at a courier depot (usually UPS) before their international/express shipping cutoff for the day to ensure samples arrive next day to GAP.
  - 11.1 Alternatively, the client can use a pre-scheduled pickup, or call for a pickup. If this method is chosen, ensure that the call is placed and the cooler is picked up before the deadline for next day express delivery.



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Figure 6. Waybill attached to the outside of the cooler.



**Figure 7.** The red circled area must be signed and dated on the commercial invoice.



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Figure 8. Attach all 3 signed/dated copies of the commercial invoice to the outside of the cooler.



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## Appendix 1

## **Shipping Checklist**

Samples sealed and labelled
Frozen ice packs added
Chain of Custody complete and included INSIDE cooler
Seal cooler
Waybill signed, dated and attached to <b>OUTSIDE</b> of cooler
Commercial invoice (3 copies) signed, dated and attached to <b>OUTSIDE</b> of cooler
Cooler dropped off or picked up for next day delivery