

SAMPLING INSTRUCTIONS

The following sampling instructions are used for collecting water samples for C₃-C₁₂ PIANO Petroleum Forensics analysis. The recommended sampling containers are two HCl-preserved 40mL VOA vials per analysis. Microbial Insights, Inc. can provide the proper sampling supplies upon request. Once the proper sampling vials are obtained be sure not to contaminate the inside of the vials 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.

Please fill each of the 40mL VOA vials with the water sample leaving NO HEADSPACE in the vial.

* 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 is 14 days for this analysis.

To Submit Sample:

1. Once the required amount of water has been collected into the proper sampling container, seal the container tightly with a screw cap lid.
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.
4. Once the vials have been correctly labeled, place them in the designated cooler. Be sure to fill the remaining space in the cooler with blue ice or regular ice that has been double bagged in Ziploc bags. Use sufficient ice to keep the entire shipment around 4°C, especially during the summer months.
5. 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.
6. 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.

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:

Note: Microbial Insights, Inc is closed on Sunday, however we can receive samples on Saturday. Please contact us prior to shipping if the delivery of the samples is going to be on a Saturday.

Coolers to be delivered on Saturday **must be shipped via FedEx** to our **FedEx Drop Location** (FedEx will not accept shipments from any other carriers). 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) 573-8188