

SOP EM-17		Page 1 of 3
Packaging and Shipping of Samples		
Revision: #10	Replaces: 2/19/14	Effective: 9/3/19

1. Purpose and Scope: Samples are packaged and shipped in such a way as to maintain their chemical integrity (chilled) and their individual identity (labeled and documented).

2. Supplies Required: To request sampling supplies, contact the monitoring supplies coordinators, Lisa Mosser (305) 278 4902, or Richard King (305) 278 2905, Center for Plant Health Science and Technology, Miami, or email the Environmental Monitoring Supplies Checklist to lisa.k.mosser@usda.gov or richard.a.king@usda.gov.

3. 2.1 resealable plastic bags (quart, gallon, and two gallon sizes as needed)
- 2.2 insulated shipping containers
- 2.3 dry ice, ice, and/or 'blue' ice (all obtained locally)
- 2.4 strapping tape

3. Packaging:

- 3.1 Except for neat chemical, all samples must be chilled below 40° F (4°C) prior to packaging and shipping.
- 3.2 Place each sample into a resealable plastic bag that is large enough to accommodate the sample and its accompanying APHIS Form 2060.
- 3.3 Multiple samples may be combined for shipping except for those that are or can be expected to be highly contaminated. Neat or spill investigation samples and any others that might have high concentrations of pesticide must be shipped separately to avoid contamination of other samples and analytical equipment.
- 3.4 Before sealing the resealable plastic bag, complete the APHIS Form 2060, fold up the blue copy of the form, and place it inside the resealable plastic bag with the sample. Seal the bag.
- 3.5 Place all the samples to be shipped to the lab into an insulated shipping container. Do not use regular cardboard boxes except to ship neat samples. The shipping container must also contain sufficient dry ice, sealed ice, or blue ice to maintain samples in the frozen state throughout shipment.
- 3.6 Dry ice is recommended to preserve samples during shipping; however if water samples are shipped do not use dry ice since it will cause the sample bottles to

SOP EM-17		Page 2 of 3
Packaging and Shipping of Samples		
Revision: #9	Replaces: 2/19/14	Effective: 9/3/19

crack or break. Water ice can be used for shipping any samples, but only if the ice is sealed in zip-loc bags or a separate sealed container. 'Blue ice' containers (the reusable plastic containers with the blue liquid inside) are acceptable.

- 3.7 Before sealing the shipping container combine all of the white copies of the APHIS Form 2060 from all of the samples in the shipping container and place them into the top of the shipping container that contains the samples.
- 3.8 Using strapping tape, securely seal the shipping container which contains the samples, their documentation and ice or dry ice.

4. Shipping:

- 4.1 All samples, routine or priority, must be shipped using an overnight delivery service.
- 4.2 Ship routine samples to the Agricultural Marketing Service, National Science Laboratory (AMS-NSL) in Gastonia, North Carolina at:

Attention: Roger Simonds
AMS National Science Laboratory (NSL)
801 Summit Crossing Place Suite B
Gastonia, NC 28054

Phone: (704) 867-3873

- 4.3 The AMS-NSL will not analyze priority (i.e. spill) samples because they pose a contamination problem at the lab. Spill samples are highly concentrated samples that require a fast turn-around and an accurate determined value that may span a large concentration range. Priority or emergency samples must be sent directly to the CPHST - AQI Laboratory in Miami, Florida. Contact the CPHST laboratory staff (Lisa Mosser) and PPQ - Environmental Compliance (Kai Caraher or Mike Hennessey) when sending priority samples so that precautions can be implemented at the lab to prevent contamination.

USDA-APHIS PPQ S&T CPHST Miami Laboratory
Attn: Lisa Mosser
13601 Old Cutler Rd, Bldg. 63
Miami, FL 33158

SOP EM-17	Page 3 of 3	
Packaging and Shipping of Samples		
Revision: #5	Replaces: 2/19/14	Effective: 9/3/19

- 4.4 Samples must arrive at the laboratory on a weekday. Do not ship samples if they will arrive after close of business on a Friday or anytime on a weekend or holiday.
- 4.5 Send photo-copies of the appropriate sections of the field log book, any sketches, maps or aerial photographs relating to the samples and the yellow copy of the completed APHIS Form 2060 to

USDA-APHIS, PPQ
4700 River Road
Unit 150
Riverdale, Maryland 20737-1237
ATTN: Environmental Compliance Team