

MassDEP

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| **Massachusetts Department of Environmental Protection**  **Division of Watershed Management** |

STANDARD OPERATING PROCEDURE

**Mailing Samples**

**CN 001.82**

June, 2016

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| Prepared by: |  | Date: |  |
|  | Richard Chase and Bob Nuzzo, Environmental Analysts |  |  |
| Approved by: |  | Date: |  |
|  | Arthur Johnson, Monitoring Coordinator |  |  |
| Approved by: |  | Date: |  |
|  | Kim Groff, Program Supervisor |  |  |

### *\* see pdf version for valid signatures*

**Disclaimer:** References to trade names, commercial products and manufacturers in this SOP does not constitute endorsement by MassDEP.

# List of Revisions

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| --- | --- | --- |
| Revision Date | Revision | Pages #s |
| 5/3/16 | Update for Phycotech Lab |  |
| 4/10/17 | Revisions to Phycotech lab |  |
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**Receiving Laboratory: WES**

Monitoring coordinator procedures for coordinating ground transportation of DWM samples to WES via a mail service such as UPS shall be as follows (*applicable for samples with holding times > 24 hours):*

**Forms, Information and Materials Required:**

* WES COC form
* UPS order form
* WES UPS account #
* COC tape

**General Procedures: DRAFT**

* 1. Call UPS to coordinate sample pickup at the appropriate date, desired time and exact location
  2. Fill out UPS form with all required information
  3. Provide UPS with the WES sample delivery account # (1213456789)
  4. Make sure there is sufficient ice in the cooler, and once all samples are collected, drain water out of cooler, then tape cooler shut using COC tape
  5. Fill out WES COC form with sample information
  6. When UPS arrives, sign COC and have UPS also sign for samples (sample custody is transferred from DWM to UPS); make sure the COC form is included in UPS paperwork going to WES and that they sign again when custody is transferred from UPS to WES
  7. Have WES fax/interoffice mail copies of the completed COC form and UPS delivery receipt to the monitoring coordinator and DWM QA contact (Richard Chase)
  8. Also ensure that Deanne Daneau receives a copy of the completed paperwork
  9. Make arrangements for return of the sample cooler.

**Receiving Laboratory: Phycotech Laboratories**

**Project**: MAP2-Lakes

**Lab Analyses**: Algae ID, counts and biovolume (see COC); SHIP VIA OVERNIGHT DELIVERY ON MON/TUES.

**Lab Address**: Phycotech, Inc., 620 Broad Street, Suite 100, St. Joseph, MI 49085; [info@phycotech.com](mailto:info@phycotech.com) ; 1-269-983-3654

**UPS pickup scheduling**: ups.com

**UPS Account** #: A3V913

**USER ID:** DWM-WPP

**Password:**  MassDep8

**Materials Required:**

* WPP COC
* UPS form or on-line order
* Shipping containers
* Portable ice packs
* ~~Phycotech analysis request form~~
* Samples to be sent
* ~~Lab packing slip~~
* Parafilm
* Packing material

**General Procedures:**

* 1. **SHIP VIA OVERNIGHT DELIVERY ON MONDAYS or TUESDAYS** FOR PREVIOUS WEEK’S SAMPLES. DO NOT MAIL ON FRIDAY (LAB WILL NOT ACCEPT WEEKEND DELIVERY)
  2. Review WPP COC forms for quantity and size of samples that need to be sent (weekly) to Phycotech. Do not remove samples from 4°C fridge yet.
  3. Assemble all needed shipping materials, including 1) correct size shipping container, 2) ice packs, 3) parafilm, 4) packing tape, 5) packing material, 6) large plastic trash bag(s). Keep ice packs to be used in the freezer until needed.
  4. Choose an insulated shipping carton to accommodate the number of samples to be shipped: Up to ~16 (250 ml) containers, use the medium size box. For >~16 samples, use the large box. Line the carton with a large plastic trash bag.
  5. Remove samples from the fridge, line up on the counter top and check against the COC; wipe away condensation from around cap and neck of sample bottle; and wrap parafilm tightly across the neck and cap of each container to assure a good seal and prevent the cap from loosening.
  6. Place ice packs inside the bag in the shipping container: 2 large packs and 1 small pack for a medium carton; 5 large packs for a large carton.
  7. Place sample bottles upright on top of the ice packs; place packing materials around the sample bottles as needed to keep them upright. Place the same number of ice packs on top of the samples as are beneath. Tightly twist the top of the bag closed and secure with a twist-tie or shipping tape. Fill up any excess space in the carton with packing materials. Sign-off on COCs, scan originals, and place the originals inside the Styrofoam compartment of the shipping container before putting the Styrofoam lid in place. Complete the packaging by closing the box flaps and securely taping using packing tape.
  8. Log into UPS website to create a shipment, specifying pickup at the office and **Overnight Delivery.** Review UPS form to ensure all required information has been added. Print out shipping label and secure to carton making sure the label is completely covered by clear shipping tape. Leave container ready for UPS pickup at the front desk (8 New Bond St.)
  9. To help in filling in the shipping information, the following approximations can be used:
     + MEDIUM BOX~16”L x 14”W x 13”H, and 3#;
     + LARGE BOX ~20”L x 17”W x 16”H, and 4#;
     + large ice packs are 24 oz.;
     + small ice packs are 12 oz.;
     + 250 ml of water ~8.5 oz.
  10. Confirm item(s) has been picked up. Send email confirmation to Bob Nuzzo and Richard Chase with sample numbers that were shipped. If **Questions**: See Bob Nuzzo or Richard Chase.