

Submitting Samples

How to Package Samples for Submission to a Laboratory

Supplies needed:

- Plastic storage bags
- Samples intended for submission
- Copies of sample record
- Completed laboratory submission form
- Ice packs
- Styrofoam cooler
- Cardboard box large enough for the Styrofoam cooler
- Permanent marker
- Packing or duct tape

1. Inspect cardboard box and Styrofoam cooler for any holes or damaged sides. If both are structurally sound, put Styrofoam cooler into the cardboard box, and proceed with the following steps.

2. Gather all samples intended for laboratory submission. Put all conical tubes for environmental samples into a plastic storage bag.

3. Put all samples in plastic storage bags into the Styrofoam cooler, including environmental samples for viruses or bacteria, complete feed samples, or feed ingredient samples.

4. Put completed laboratory submission form and copies of sample record into a plastic storage bag. If laboratory of choice has an online submission form process, write the accession number from the online submission process in permanent marker on the plastic storage bag containing the submission forms.

5. Put plastic storage bag containing submission paperwork and copies of sample record into the Styrofoam cooler. An example of how all samples should be packaged is shown on the right.

6. Put ice packs into the Styrofoam cooler. Place lid on Styrofoam cooler. Fold over flaps of cardboard box onto the top of the cooler and tape the cardboard box closed.

7. Take cardboard box containing the Styrofoam cooler with samples to a shipping service of choice. Samples should arrive to the laboratory within 24-36 hours of when samples were placed into the shipping container.

