

## Instructions for Sample Collection & Submission

**RAW WATER** - For raw water sample collection, use plastic containers with screw-top lids. Rinse the bottle with sample water and then fill the bottle with enough headspace to be able to easily mix the sample later. If no surface scum is present, collect subsurface water by filling bottles at "elbow depth".

**DRINKING WATER** - Finished water samples should be quenched (*e.g.* ascorbic acid, sodium thiosulfate) to neutralize the chlorine. Amber glass bottles for collection are recommended. For EPA Method 545 & 546 samples, please email for specific instructions.

If samples are to be frozen, **only** toxin analysis can be conducted. Please allow extra head space so that the bottles do not crack or break when frozen.

**Volume** - The volume required is dependent on analyses required. Typically, 250 mL of sample is ample for algal identification and most toxin analyses. Please call for specific requirements.

**Preservation** - No preservation is required for samples and *should not be used* if toxin analysis is to be conducted (*with exception to quenching finished water*). If you are unable to ship the samples the day of collection, (*e.g.* Friday collection) samples may be stored for 2-3 days in the refrigerator before shipping. Please do not ship samples on a Friday.

**Toxin Analysis only:** If samples must be stored for a longer time period, samples can be frozen prior to shipment

**Algal identification only:** Samples for algal ID may be preserved. Please call to determine the proper preservation technique and volume of sample required.

### **Shipment:**

Make sure caps are on tight. Label bottles using a waterproof pen (*e.g.* Sharpie) with the name of water body, date of collection, and time of collection. Please fill out a **service request form - COC** with sample data information and place in a plastic bag in the cooler(s). Use frozen blue-ice packs to keep the samples cool and avoid using real ice.

Ship overnight to GreenWater Laboratories:  
**GreenWater Laboratories/CyanoLab**  
**205 Zeagler Drive, Suite 302**  
**Palatka, FL 32177**

Please contact the lab prior to shipping (email or phone) so we know when to expect the samples.

**Phone: (386) 328-0882**

**E-mail: [info@greenwaterlab.com](mailto:info@greenwaterlab.com)**