

HOW TO SUBMIT A RECIRCULATING WATER SYSTEM SAMPLE:

- 1 Collect the water sample(s).
- 2 Collect one temperature control sample for each package submitted. (I.e.: If three samples are submitted in the same package, only one temperature control bottle is required for the laboratory to verify the holding temperature of the entire package.)
- 3 Complete a Shellfish Bacteriology Water Quality Survey form for each set of samples submitted.
- 4 Package samples with adequate ice pack or bagged ice and packing material (i.e.: Newspaper or bubble wrap) to ensure the samples remain between 0-10°C and are protected from breakage during shipment.
- 5 Ship or hand deliver the package using overnight delivery or same day delivery via UPS, or FedEx. We recommend that sample(s) are submitted to be received before 12:00 noon.

PLEASE NOTE:

* **Samples will not be examined if received over 30 hours old or if the Temperature Control is over 10°C.**

** **Samples are accepted Monday through Wednesday from 8:00am to 4:00pm.**

*** **Samples are accepted until 1:00pm on Thursday.**

**** **It is not recommended to submit samples on Fridays.**

Edited by: _____ Entered by: _____ Proofed by: _____

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