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Sample Storage and Delivery

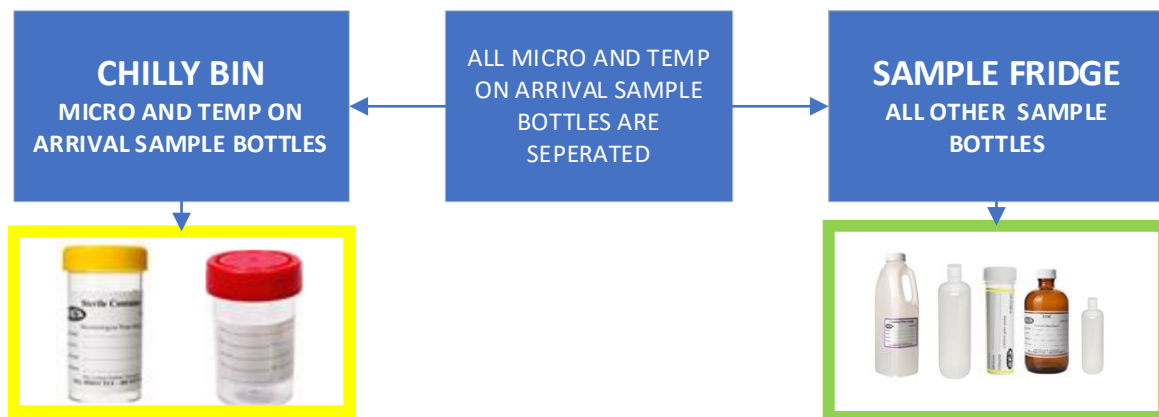
1. OVERVIEW

The majority of samples taken by Horizons are sent to our contracted laboratory, Eurofins-ELS (ELS) for analysis. The process for the storage and delivery procedures for these samples shall be outlined below.

NOTE: this document, for simplicity, shall only refer to these samples. For information regarding samples sent to other laboratories (typically project specific purposes) contact the Discrete Water Quality Portfolio holder for further information.

From October 2023 samples being sent to Eurofins-ELS (ELS) will be split into two process streams. Upon return to Regional House:

- (i) All micro and temperature on arrival (ToA) bottles will be packaged up in chilly bins and couriered same day using NZ Post.
- (ii) All other bottles will be picked up the following morning by the ELS courier.



2. SAMPLE INTERGRITY IN THE FIELD

2.1 Immediately after sampling on site ensure that:

- all sample bottles are fully dried
- all sample bottles are checked to ensure that all caps are tightly secured and no bottles are damaged/cracked
- labelled as soon as possible
- individually (by sample set) bagged and sealed*
- placed in a clean chilly-bin with ice packs*

*as from October 2023 it is advisable to split the Micro and Temperature on Arrival (ToA) bottles in the field into separate chilly bins.

2.2 Upon Return to office:

- check samples have not leaked, are still bagged and labelled
- re-bag, label (with a sharpie) and re-bottle as necessary

NOTE:

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- It is important that sample bottles are chilled to around <10°C (but not cold enough to freeze or create ice crystals in the samples), and to keep them in the dark, for the duration of their transport to the laboratory.
- Do not freeze the samples

3. SAMPLE PACKING & DELIVERY

3.1 Using Sample Fridge / ELS Courier:

All samples bottles excluding the Micro and ToA bottles (these are time sensitive and need to be received by ELS within 24hrs) are to be bagged and placed within the sample fridge (by the rear door of regional house) at the end of the sample run.

The fridge key is hanging above the sink in the WQ lab – **please return after use**. The back-up key is on the white board behind the WQ Portfolio holder's desk.

The WQ Portfolio holder will provide the ELS Couriers contact number to all sample staff.

3.1.1 Sample preparation:

- Unlock the fridge
- Bag the samples and place in the sample fridge
- Text the ELS courier **"HORIZONS SAMPLES READY FOR PICK UP"**
- Lock the fridge

3.2 Using NZ Post:

All Micro and ToA bottles (plus the exceptions listed above) will continue to be couriered to ELS via NZ Post on the same day of sampling. **SAMPLE STAFF ARE TO CONSILDATE SAMPLES INTO AS FEW CHILLY BINS AS POSSIBLE.**

3.2.1 Sample preparation:

- Place the samples in a clean chilly bin with plenty of ice packs
- Bag and add the paperwork to the bin
- Check the weight ([refer to courier procedure SOP](#))
- Stick the address label on the top of the bin
- Tape the bin closed – tape over the address label to prevent this going missing
- Add the courier label(s)

3.2 Supporting SOPs:

- [COURIER PROCEDURE SOP](#)
- [END OF DAY SAMPLE DELIVERY SOP](#)

If any items are missing or have run out (i.e. tape, labels, tickets etc.) please contact the Discrete Water quality Portfolio holder.

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4. END OF DAY PROCEDURES

These are summarised in the following SOP's which and should be read in conjunction with this document:

- [END OF DAY PAPERWORK SOP](#)
 - [END OF DAY AQUATROLL SOP](#)
 - [END OF DAY SAMPLE DELIVERY SOP](#)
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