

**SeSCRIPT®**  
Analysis

## Procedures for Sample Collection & Shipment

The following procedures are provided to ensure that algae and water collections are adequate for analysis and that sample integrity is maintained during shipment. It is critical that these steps are followed to provide accurate results.

### Prepare Labels and Chain of Custody

Complete the Chain of Custody (COC) form online at <https://sepro.com/sync/aquatics/sescript-chain-of-custody> for the corresponding sample including analyses requested. Write out a label for EACH sample bottle that will be used at the sample collection site beforehand. Include ECOC number on each sample label. Place label on bottles after collection procedure.

**NOTE: Only use black or blue ballpoint pens or permanent marker. Other ink types can be washed away by condensation.**

### Sampling for Algae ID

1. Grab one (1) 250 mL non-preserved sample bottle from your supplies. Label this bottle with the prepared label above for this sample collection site.
2. Triple rinse the sample bottle with water from the sample collection site.
3. Fill the sample bottle with a representative sample of water from the sample collection site. **Do not overfill;** fill to the bottom of the neck of the bottle.
4. If sampling an algae mat, do not stuff the bottle full; take a small sample of the mat and place in water in the bottle.
5. Seal the bottle well and place inside cooler on ice or with ice packs.



### Sampling for Water Quality Analysis

1. Two (2) 250 mL plastic bottles are required for each sample collection station; one (1) preserved sample bottle and one (1) non-preserved sample bottle. Label these bottles with the prepared labels above for this sample collection site.
- NOTE: The preserved bottle contains sulfuric acid, which can cause burns.**
2. Triple rinse the non-preserved sample bottle with water from the sample collection site.
3. Fill the sample bottle with a representative sample of water from the sample collection site. Using appropriate personal protective equipment (gloves, safety glasses, etc.), open the preserved bottle and pour sample water from non-preserved bottle into the preserved bottle. **Do not overfill;** fill to the bottom of the neck of the bottle. Seal the bottle well and place inside cooler on ice.
4. Refill the non-preserved bottle with water from this same sample collection site. **Do not overfill;** fill to the bottom of the neck of the bottle. Seal the bottle well and place inside cooler on ice.



### Sample Shipment

1. Place fresh ice packs or ice in leak-proof bags into cooler and immediately **ship via Overnight Express** (morning delivery please). Samples should be 39°F upon arrival to ensure sample integrity. Packages that are leaking do not get delivered to the SRTC.
2. FedEx is the preferred freight method. **Do not ship via U.S. Mail.**

**NOTE: Do not ship on a Friday.**

### 3. Ship samples to:

#### SePRO Research & Technology Campus

16013 Watson Seed Farm Road  
Whitakers, NC 27891  
E-mail: [srtclab@sepro.com](mailto:srtclab@sepro.com)

### Questions?

If you have questions pertaining to sample collection, please contact your SePRO Aquatic Specialist.