1. **Supplies and Materials**
   1. Environmental Samples
   2. Large Ziplock Plastic Bags
   3. SafeTraces Preprinted Box Package (Shipping materials and label)
   4. Preprinted Box End Packaging Labels
      1. SafeTraces Return
      2. Laboratory
   5. Tape
   6. Blue or Black Pen and Marker
   7. Disposable Gloves
2. **Organization**
   1. QC Review
      1. Review the samples for any documentation issues such as illegible print, missing information, and accuracy.
      2. Report any issues to the Team Leader.
      3. Resolve any issues and document on the “Chain of Custody Form”.
   2. Sample Pre-Shipping
      1. Inspect samples for overall integrity.
      2. Use the Chain of Custody to verify sample quantity, labeling information, and clarity.
   3. Chain of Custody Form Completion
      1. Identifies the samples and sample coding that are enclosed in the box.
      2. Once the final checks (QC Checklist and Sample Pre-Ship) have been complete the Team Leader or designee must complete the “Chain of Custody Form”.
   4. Packaging
      1. Samples will have multiple protection layers during transport and delivery to reduce the risk of cross contamination.
         1. Store samples in the original plastic bags.
      2. Popcorn or bubble wrap can be used to limit movement of the samples during transport and delivery.
   5. Temperature Requirements
      1. Overnight delivery samples can be shipped at ambient temperatures.
   6. Box End Labeling
      1. Lab Shipping
         1. Preprinted labels (Fed-Ex, UPS, USPS or Other) and Delivery Instructions (overnight) for the lab must be affixed to each shipping container(s).
         2. Any special delivery instructions must be included on the package labels.
         3. Each label must be legible with no lines or wrinkle through any scanned tracking or shipping sections.
         4. Verify the shipping information (Destination, Address and Instructions).
      2. Return Address
         1. Preprinted labels for SafeTraces must be affixed to each shipping container(s).
   7. Package Enclosures
      1. Samples.
      2. Completed Chain of Custody Form.
   8. Lab Contact Information
      1. Name:
      2. Address:
      3. Email:
      4. Phone:
   9. Lab Notification
      1. Internal SafeTraces Lab
         1. Notify SafeTraces of samples coming to any lab (internal or external) for analysis.
      2. External Lab
         1. Notify the lab that samples will be arriving and delivery instructions.
         2. Ensure that someone will be there to receive the samples.