

Technical Information

GTX SOP Number: GTX-S100

Reference Number: ASTM D4220

Title: Preserving and Transporting Soil Samples – Undisturbed Shelby Tubes

Sample Size: 3” outside diameter, 30” in length

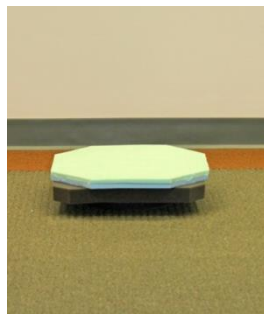
Number of Samples: 3 maximum

Equipment:

- (A) Bottom barrel Insert (already in Main Barrel)
- (B) Specialized Composite (already in Main Barrel)
- (C) Packing Insert with pre-drilled holes (already in Main Barrel)
- (D) Main Barrel
- (E) Packing Insert Top
- (F) Barrel Lid
- (G) Clamping mechanism



(A)



(B)



(C)



(D)



(E)



(F)



(G)

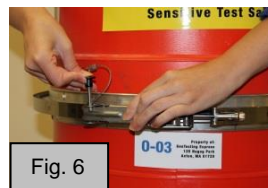
Standard Operating Procedure

1. Fill out a chain-of-custody form with a list of samples intended for shipment and the tests that are requested for each sample. Email a copy of the form to the lab where samples will be delivered to provide early notification of sample arrival.

2. Open the empty shipping container by pushing down on the blue button top of the clamp pin to remove and unhinging the Clamping Mechanism (G). Remove the Barrel Top (F) and Insert Top (E).
3. Prepare the Shelby tubes for shipping by clearly labeling each one and taping the end caps with electrical tape.
4. Place up to three undisturbed Shelby tubes into the pre-drilled holes of the Packing Insert (C). Tubes should be inserted bottom first. Tubes should come to rest on the Specialized Composite (B). (fig. 1)
5. Once tubes are inserted, place the Packing Insert Top (E) to rest on the top of the tubes. Make sure you align the holes in the Insert Top (E) with the tops of the tubes. (fig. 2)



6. Place the chain-of-custody form and other pertinent project information on top of the assembly.
7. Place the Barrel Top (F) over the entire assembly. (fig. 3)
8. Use Clamping Mechanism (G) to attach Barrel Top (F) to Main Barrel (D) (fig. 4) and secure Clamping Mechanism by inserting button-top pin of the clamp into the lock slot (G). (fig. 5, 6 & 7)



9. Fill out the proper shipping labels and affix to the top of the container. GeoTesting Express laboratory addresses are given below.

**MASSACHUSETTS**

125 Nagog Park  
 Acton, MA 01720  
 Phone: 978-635-0424  
 Attention: Joe Tomei  
 E-mail: jtomei@geotesting.com

**GEORGIA**

2358 Perimeter Park Drive  
 Suite 320  
 Atlanta, GA 30341  
 Phone: 770-645-6575  
 Attention: Marty Molino  
 E-mail: mmolino@geotesting.com