

Technical Information

GTX SOP Number: GTX-S110

Reference Number: ASTM D4220

Title: Preserving and Transporting Soil Samples – Plastic Bags, Glass or Plastic Jars

Equipment: Cooler, sealable plastic bags, glass or plastic jars with rubber ringed lids, bubble wrap or other packing material, packing tape

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 (e-mail and physical addresses provided at the end of this SOP).
2. Prepare the samples for shipping by clearly labeling each one and packaging as outlined below.

2a. Bag samples:

- a. Place the sample inside a plastic bag and seal it while squeezing out as much air as possible.
- b. Place the first bag inside another bag and repeat as described above.
- c. Pack the bags as close together in the cooler.

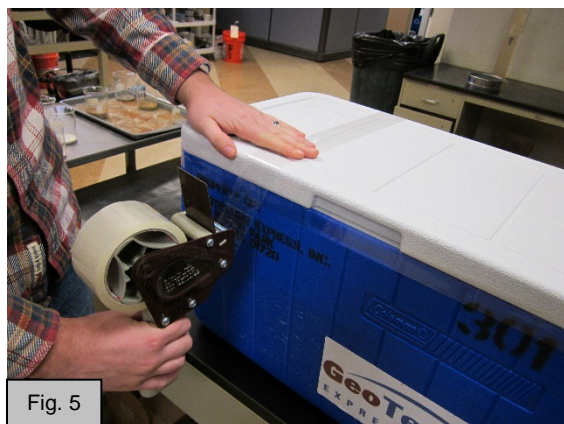
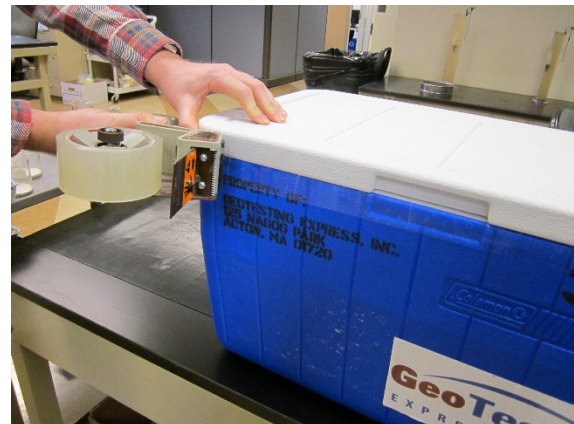
2b. Jar samples:

- a. Place the sample inside a jar and securely tighten the lid.
- b. Place the jar inside a plastic bag and seal it while squeezing out as much air as possible.
- c. Wrap the bag containing the jar with at least two layers of bubble wrap and secure with packing tape (fig. 1).
- d. Pack the bubble-wrapped and bagged jar samples inside the cooler as tightly as possible minimizing any air space.



3. Fill any remaining empty space inside the cooler with packing material to minimize movement in any direction (fig. 2).
4. Insert chain of custody/test assignment form into pouch on the inside of the cooler lid (fig. 3).
5. Close the cooler lid and secure it by taping along the lid line (fig. 4) and in the opposite direction around the lid and the base (fig. 5).





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

MASSACHUSETTS

125 Nagog Park
Acton, MA 01720
Phone: 978-635-0424
Attention: Sample Receiving
E-mail: gtt@geotesting.com

GEORGIA

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