



# Northern Lake Service Inc.

## ENVIRONMENTAL ANALYTICAL LABORATORY

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### Return Shipping Checklist

Use this as a checklist to ensure you ship your samples back to the lab correctly

- Pack your sample(s) “ON ICE”** in an NLS provided cooler or other approved shipping container. Samples must be received at 6°C or less. Discard extra packing material to make room for extra ice. **Samples received warmer than 6°C, frozen or past hold times will have to be recollected and a recollection charge will apply.**
- During **hot** summer months, please fill the cooler **COMPETELY** with ice just prior to shipping samples. If possible, pre-cool the sample bottles with ice or in a refrigerator prior to packing them up for shipment.
- During **cold** winter months, avoid shipment of bacteria samples and samples in glass containers during extremely cold weather.
- Proper care has been taken to pack samples to avoid breakage during shipping. Bubble wrap or foam bags provide good protection for glass containers. **DO NOT** use vermiculite, packing peanuts, newspaper, or other loose materials.
- Chain of custody - Fill out, sign, and place back into the provided zip lock bag.
- Fill out Section 2 of your DNR lab form(s) and return with the sample(s) if this collection is for WDNR SDWA compliance.
- Ship your samples Monday-Wednesday. Do not ship on Friday. There are no deliveries to the lab on weekends.
- If a prepaid Speedee Label was requested, fill out the *EZR Request for Pick Up* form and email to Speedee prior to the day you would like samples picked up.