

## **PAL Fruit MRL Sampling and Shipping Instructions, 2017**

Proper sampling, documentation and shipping is crucial for generating the consistent and meaningful data. These instructions will help to ensure fruit samples arrive at the lab in the most effective manner.

### **Sampling**

One to two weeks before sampling, give us a call or send an email to arrange for sampling materials and talk about the numbers and types of samples to be sent. Analytical results are only as good as the sample taken. Samples should represent as closely as possible the lot, block, or orchard being tested. Keep fruit cool prior to shipping. If you are taking multiple samples from different field locations, travel with a cooler filled with blue or wet ice to keep samples cool. Non-perforated bags will be supplied. Be sure to keep samples in sealed bags to avoid cross-contamination with each other. Sample sizes are as follows:

- |  |                   |
|--|-------------------|
| • Cherries and berries   | 2-3 pounds/sample |
| • Stone Fruits (peaches, nectarines, apricots, plums and pluots) | 3-5 pounds        |
| • Apples and Pears   | 3-5 pounds        |
| • Potatoes and onions,   | 5 pounds          |
| • Other  | please inquire    |

### **Documentation using the Chain of Custody Form**

Proper documentation is crucial to any food safety program, and MRL analysis is no exception. Documentation is handled with the chain of custody form (COC) provided with each packer, and is available in PDF format on our web site [www.pacaglab.com](http://www.pacaglab.com). The PDF can be filled out electronically and saved for future use.

- a) Complete the Client Info section.
- b) Fill out the sample information. Enter each sample on the form using a separate line. Be sure that the sample ID on the COC matches the sample ID on the bag to be shipped.
- c) For standard MRL analysis, the requested analysis is Fruit Profile.
- d) Label sample bags with unique sample IDs, magic markers are ideal. The sample IDs on the bags should match exactly the sample ID on the COC.
- e) Mark requested turnaround time. Standard TAT is 4 working days, rush TAT is 24 hours.
- f) Sign and date the Relinquished by line at the bottom.

### **Shipping**

Styrofoam lined shipping packers are provided with gel packs, sample bags, a COC and a UPS return label. We can provide a UPS shipping number for those who wish to ship from an office or warehouse.

- a) Freeze the gel packs prior to shipment, and place the frozen gel pack in the bottom of the packer prior to shipment.
- b) Place fruit inside the labeled bags, making sure that the bags are sealed.
- c) Put the completed COC in the Ziploc bag, and ship with samples.
- d) Seal the packer with shipping tape and place the return label on the top.
- e) Drop off at any UPS shipping location. UPS shipping locations in Oregon and Washington can be found at [www.ups.com/dropoff](http://www.ups.com/dropoff).

### **Reporting and Invoicing**

Reports are sent via email, usually the same day as completed to the contact person provided on the COC. Reports can be provided via hard copy and facsimile upon request. Invoices are sent to the contact person on the COC via email unless other instructions are provided.

### **Questions?**

Communication is the key, we want the process to be as easy and as efficient as possible.

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