Time-Sensitive Samples: Submittal Restrictions and Notification

The following guidance is provided regarding sample submission for time-sensitive parameters to the Central Laboratory in Raleigh. Information detailing time-sensitive parameters, sample submission restrictions, and laboratory contacts for notification is provided below.

List of Time-Sensitive Parameters (i.e., parameters with holding times of 48 hours or less from time of sample collection):

Biochemical Oxygen Demand, 5-Day (BOD_5)	Metals (groundwater only)
Chlorophyll *a*	Methylene Blue Active Surfactants (MBAS)
Coliform – Total and Fecal by Membrane Filtration (MF)	Nitrite (NO_2)
Color – ADMI and Platinum Cobalt (PtCo)	Orthophosphate (PO_4)
Hexavalent Chromium (Cr VI)	Turbidity

Sample Submission Restrictions for Time-Sensitive Parameters:

Monday through Thursday:

- **Chlorophyll *a*:**
  Samples should not be submitted after **3:00 P.M.**; if chlorophyll samples are to be submitted after 3:00 P.M., please contact Cindy Green or Max Overman.

- **Coliform (both Fecal and Total by MF)**:
  Samples that are expected to meet the six-hour holding time required by the Clean Water Act will not be accepted after **3:00 P.M.** unless prior notification has been received. Please contact either Cindy Green or Amita Desai.

- **Other time-sensitive parameters:**
  Samples will be accepted after 3:00 P.M.; please notify one of the contacts for the Microbiology and Inorganic Chemistry Branch (see below) if you expect to submit samples later than 3:00 P.M.

Friday:

- Samples for **all** of the time-sensitive parameters will not be accepted after **1:00 P.M.**

State Holidays:

- **Samples for time-sensitive parameters will not be accepted on a weekday preceding a state holiday or holiday weekend** (except for BOD_5, chlorophyll *a*, and turbidity). Please see the Sample Submission Restriction Calendar for the Central Laboratory for the restrictions for each holiday.

- **BOD_5**:
  Sample submission is restricted prior to state holidays. Please see the Sample Submission Restriction Calendar for the Central Laboratory for BOD_5 restrictions for each holiday.

- **Chlorophyll *a*** and **Turbidity:**
  Samples may be submitted on a weekday preceding a holiday or holiday weekend; however, samples will not be accepted after **1:00 P.M**.

  - Samples for **Chlorophyll *a*** are restricted the weekday preceding the Thanksgiving and Christmas holidays.

Laboratory Contact Information:

If you need to submit time-sensitive samples to the Central Laboratory during a restricted day or time, please contact at least one of the laboratory personnel listed below by email or telephone (telephone number 919.733.3908).

Analytical Unit	Contact Person	Telephone extension
Microbiology and Inorganic Chemistry Branch		
Branch Manager	Roy Byrd	222
Biochemistry Unit Supervisor	Cindy Green	253
Metals Unit Supervisor	Ellen Stafford	213
Microbiology	Amita Desai	209
Nutrients / Wet Chemistry	Max Overman	227
Organic Chemistry Branch		
Branch Manager	Anne Chandler	224
Semivolatile/Pesticides Unit Supervisor	Norma Good	234
Volatile Organics	vacant	

For the **regional laboratory** in the **Asheville** regional office, the time-sensitive parameters to consider are BOD_5, coliform (fecal and total), and turbidity.

- If submitting samples to the ARO lab, please contact Kathy Jimison.

Sample Submittal Notification:

Prior to sampling, please notify one of the Microbiology and Inorganic Chemistry Branch contacts if a **sampling event or study** that includes **time-sensitive samples** will involve any of the following:

- **5 or more sampling locations or monitoring wells**
- **Shipment of samples by state courier**

If in an emergency you are unable to give prior notification, please contact the lab as soon as possible after sample collection. Notification assists laboratory personnel in preparation for the time-sensitive samples and prioritizing sample load.

All **tube coliform** and **fecal streptococci** samples must be scheduled in advance by contacting either Cindy Green or Amita Desai.