

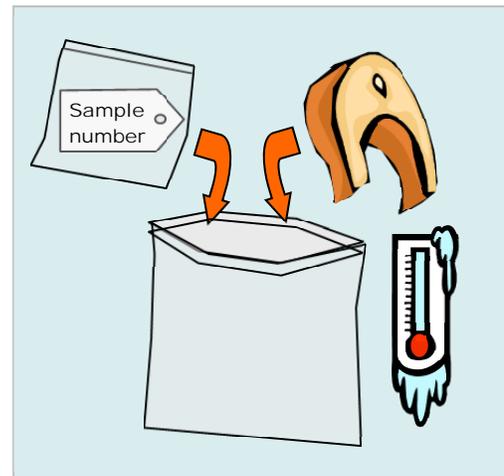
1. If the tissue is already frozen, keep it frozen if possible. It is important to keep all evidence as cold as possible during subsampling.
 - a. Put each fillet or sample in a separate, well-labeled ziplock bag. If at all possible, do not ship us a “fish brick” of many different fillets frozen together.
 - b. For large fillets, you can take a small subsample (size of a deck of cards) of the fillet. Use a clean razor blade for each sample, or clean the knife in between samples with rubbing alcohol or grain alcohol.
2. Use a labeled evidence bag for each fillet or subsample or put a paper label with each sample number marked in permanent ink inside a smaller bag, and include this smaller bag inside each bag containing a fillet for analysis (see graphic).

3. Freeze all samples thoroughly.

4. Place all sample bags into a shipping cooler with frozen chemical (“blue”) ice or dry ice.

5a. If the samples are evidence to be analyzed, please complete the “NOS Lab Request.pdf” form and include it and a chain-of-custody with the samples when shipped. Your agency’s chain-of-custody form may be used, or we can provide one for you.

5b. If the samples are to be used as reference samples, please complete a “Certification of Species Identification of Standard Sample” form for each separate species you are including, and place the form(s) in an envelope accompanying the samples. We would also like to have any sample-related metadata information that you normally collect, such as collection location (lat-long or place name), date collected, sex, size, etc. You may include this in printed form, or email us a spreadsheet. We would also encourage photos of the sampled animals to file with the species certification forms.



6. Ship to us by overnight courier. Please call or email if you are shipping voucher samples and you need our UPS account number. Samples should only be shipped on Monday through Wednesday, as no one is available to accept shipments at the lab on Saturdays.

7. Please call or email Trey Knott or Kathy Moore, then ship samples to:

Evidence Custodian
NOS Marine Forensics Lab
219 Fort Johnson Road
Charleston, SC 29412
evidence.custodian@noaa.gov

** This protocol of standard operating procedures (SOPs)/ guidelines (SOGs) fully incorporates the NOAA/ NCCOS Environmental Management Systems (EMS) requirements and conforms to the Executive Order 13423. The SOPs/SOGs include appropriate considerations regarding evaluating and minimizing an environmental footprint, and implementing energy and water conservation directives.*



NOS Marine Forensics - Standard Protocol
Collecting and Shipping Frozen Samples

Questions?

Feel free to contact us if you would like us to supply you with a sampling kit or if you have any questions about sampling, preserving, or shipping evidence.

Trey Knott, Forensic Biologist
specializes in finfish, lobster, and misc. species
phone: 843-762-8621
email: trey.knott@noaa.gov

Kathy Moore, Forensic Biologist
specializes in sea turtles, marine mammals, and sharks
phone: 843-762-8514
email: kathy.moore@noaa.gov

Evidence Custodian
email: evidence.custodian@noaa.gov

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