

**New Jersey Department of Health
Public Health and Environmental Laboratories
Environmental and Chemical Laboratory Services**

For Physical Delivery:

3 Schwarzkopf Drive
Ewing, NJ 08628

Sample Receiving

Phone: (609) 530-2773
(609) 530-2753

For USPS Mail Delivery:

PO Box 361
Trenton, NJ 08625-0361

INSTRUCTIONS FOR COMPLETING SAMPLE SUBMITTAL FORMS:

Sample submittal forms are legal records. To guard against misinterpretation, invalidation, fraudulent, or compromised data:

1. Make entries neat and legible.
2. Use black or blue pens. Do not use pencil.
3. If a correction or modification is necessary:
 - a. Make a single strike through line on the incorrect item; write in the correct information; date and initial the change.
 - b. Do not use Wite-Out[®], Liquid-Paper[®], correction tape or fluid, and do not write over the item in need of correction.
4. Where requested, print names in full. Initials are not acceptable.
5. Sample delivery personnel must remain in the PHEL/ECLS Sample Receiving area until temperatures are taken, sample preservation checks are performed, and sample submittal forms are reviewed and deemed acceptable.
6. For more information visit the PHEL website at: <http://nj.gov/health/phel/index.shtml>

CHEMISTRY SAMPLE HANDLING:

1. For all samples with a specified temperature of 4°C, samples with a temperature ranging from just above the freezing temperature of water to 6°C shall be acceptable.
2. Samples delivered on the same day they are collected shall be considered acceptable if the samples were received on ice.
3. Sample preservation checks for pH are performed at sample receipt. An exception is allowed for volatile organic compound analyses; chemical preservation may be checked after analysis. Other checks such as for chlorine and sulfide may be done at the time of collection or prior to analysis, as per the specific method requirements.