



Phytoplankton Monitoring Network

Promoting a better understanding of Harmful Algal Blooms by way of Volunteer Monitoring

<http://www.chbr.noaa.gov/PMN/>

UPS Shipping Instructions

► Ship via UPS ONLY!

Box up materials (use UPS box or envelope) and ship it via **UPS Next Day Air** to:

Jeff Paternoster 843-762-8657 or Matt Brim 843-762-8656
NOAA Volunteer Phytoplankton Monitoring Network
219 Fort Johnson Road
Charleston, SC 29412

Payment by Recipient, UPS #XXXXXXXXXX

▷ Contact your PMN Regional Coordinator for the PMN UPS Acct #

If shipping samples, be sure to fill out and attach a 'Plankton Sample Label' to all bottles.

► Live Net Sample

- Conduct a normal 3-minute net tow.
- Rinse as usual into 8oz Sea-Gear bottle.
- Transfer half the sample into a 4oz bottle, secure the lid (taping the lid is not necessary).
- Fill out and attach a 'Plankton Sample Label' to bottle.
- Put the 4oz bottle into a zipped plastic bag.
- Pack the sample into a UPS box (coolers are not required).

► Preserved Net Sample

- Conduct a normal 3-minute net tow.
- Rinse as usual into 8oz Sea-Gear bottle.
- Transfer approximately 2oz of the sample into a 4oz bottle.
- Add 1.0 – 1.5 ml of Lugol's to the sample. Secure the lid and mix gently.
- Fill out and attach a 'Plankton Sample Label' to bottle.
- Put the 4oz bottle into a zipped plastic bag (taping the lid of the bottle is not necessary).
- Pack the sample into a UPS box (coolers are not required).

► Live Whole Water Sample

- When shipping a live whole water sample, it is important to ship the same day as collected.
- Collect the live sample by taking a direct water sample with the 1L (large) sample bottle.
No net tow needs to be performed.
- Live samples may need to be shipped with packing ice during extreme periods of heat.
Blue ice, frozen soda bottle, etc. can be used. Place the packing ice on the bottom.
- Create a small buffer/space between the ice and the sample (bubble wrap or newspaper).
- Put the 1L bottle into a zipped plastic bag.
- Pack the sample into a UPS box (coolers are not required).