FHAB Program Holiday Assessment
Sampling and Shipping Instructions

Thank you for participating in the FHAB Program Holiday Assessment events. The instructions below provide guidance regarding the recommended sampling procedures, sample storage, and shipping details. For any questions, please email CyanoHAB.reports@waterboards.ca.gov and staff will respond promptly.

The events are funded and supported by the Water Boards FHAB Program. Funding support (if previously approved) covers the shipping of coolers (both ways) and lab analysis for cyanotoxins. A copy of the lab results will be provided to you for your records and the results will be posted to the HAB web map prior to the holiday weekend.

If sampling for the first time, please refer to the full procedure document.

1. Before collecting sample, survey the surface water at the requested site (near recreation access points) for visible signs of a bloom (discoloration, higher turbidity, foam/scum, accumulations of algal material or mats).
    - For examples of visible signs of a bloom refer to the Quick Visual Guide or full HAB Visual Guide.
2. Fill out all fields in the Chain of Custody form (COC) – MS Excel file attached to email from FHAB Coordinator or web page (TBD)
3. Identify the location of the densest bloom within your sampling area to characterize the greatest risk.
4. Collect sample
    - Surface water sample
        - This is the most common sample type. Collect top few inches of surface water by dipping mouth of bottle first and scooping up water in U-shaped motion (fill bottle 150-250 mL). Do NOT collect any floating surface scum.
    - Scum sample
        - Before collecting the scum/film/other surface accumulation - if the accumulated material is dense/thick then stir up the surface first and then collect the accumulated material (fill bottle 150-250 mL).
    - Algal mat sample
        - Fill bottle about halfway (125-150 mL) with ambient water.
        - Using forceps or gloved hands collect small sub-samples (~2 square centimeters) of algal mat material and place in the bottle. Collect a total of 5-10 sub-samples from the area of interest.
2. Store samples in a cooler or refrigerator (35-45°F).
    - Hold time is 5 days. **Do NOT freeze samples.**
3. Pack cooler for shipping
    - Place sampling bottles in shipping cooler.

- Pack cushioning around sample bottles to prevent bottles from breaking.
- Pack gel ice packs around sample bottles to keep them cold during shipping.
- Take a photo of the COC to send in an email
- Place the filled-out COC form inside a Ziplock bag within the cooler
- If you need your cooler returned see step number 8

4. Ship samples with FedEx
    - Ship with Priority Overnight (10am next day delivery)
    - **Do NOT ship on Friday or Saturday**
    - **Bill to OIMA FedEx account: 961149738**
    - If this is the first time you are shipping from the Fedex store, call ahead to learn what the cutoff time is to ship overnight to Sacramento or zip code 95825. Generally, the cutoff time is 11 am-3 pm daily. Do NOT leave your cooler at a Fedex location overnight, instead hold the samples in a refrigerator until you can meet the overnight shipping timetable.
    - Lab address:
      Bend Genetics
      Attn: Tim Otten (FHAB)
      107 Scripps Dr. Ste 210
      Sacramento, CA 95825
5. To request your cooler returned, provide a completed return shipping label in your cooler. Place the shipping label within the Ziplock bag inside of your cooler.
6. Email customer_service@bendgenetics.com , cyanoHAB.reports@waterboards.ca.gov , and your regional coordinator to notify them of shipment. Attach a photo of the COC.