

## **Guidelines for shipping IDE soil samples**

### **Soil sample\* preparation:**

1. Air dry the samples in paper bags
2. Pass each sample through a 2mm sieve to remove rocks, plant root fragments, etc
3. Ensure each sample bag is labeled with the date of collection, collector, site, treatment and plot number
4. Follow instructions below to ship to CSU.

\* for sampling instructions see IDE protocols.

### **Shipping to Colorado State University:**

Please follow these instructions exactly. Our permit is very specific about how soils should be shipped and handled.

1. Make sure your samples are securely packaged in containers that will not spill, or easily break.
2. Securely package your samples in a secure box or cooler. Make sure it is well sealed so that the samples will not spill from the container.
3. Place a copy of the permit in the box with the samples. The permit and the letter of sample acceptance will be provided upon request [[email to request](#)]. A copy of that letter should be in the box with the samples.
4. Customs may open and inspect the box and its contents. If they determine that the samples are not properly packaged, they may dispose of the samples at the port-of-entry
5. Attach PPQ FORM 550 to the outside of the box on the same side as the address [[email to request](#)]. The outside of the box should be labeled "contents: USDA regulated soil samples".
6. Address the box to the CSU Soils Lab as follows:

Soil, Water, and Plant Testing Laboratory  
c/o Dr. Eugene Kelly  
Colorado State University  
200 W. Lake St  
A320, NESB  
Fort Collins, CO 80523

USA

7. Send the box of samples by a bonded carrier such as FEDEX, UPS, or DHL.

Upon shipment, please notify Melinda Smith ([Melinda.smith@colostate.edu](mailto:Melinda.smith@colostate.edu)) of the expected arrival date of the soils, as well as any other necessary information about the shipment.