Health Research Institute

Water, Beverages & Other Liquid Matrices Sampling Instructions

How to collect, prepare, and ship your sample for testing

Proper sampling is essential for accurate, representative results—please follow the steps below.

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1. Sample Collection

Use clean, food-grade containers and tools to avoid contamination or degradation, and collect a representative sample from the entire product or source:

- Packaged beverages: Sample from multiple units when possible.
- Bulk liquids: Collect from multiple locations or after thorough mixing, if appropriate.
- Water (drinking water): Allow the tap to run for 1–2 minutes before collecting the sample unless a first-draw sample is specifically required.
- Water (surface water – lakes, streams, ponds): Collect below the surface (avoid surface debris and sediment disturbance) and from a representative location.

Avoid collecting only surface liquid unless instructed.

Sample amount:
30–60 mL (1–2 fl oz) is typical for HRI kit submissions. For direct submissions, 100–250 mL (3–8 fl oz) is recommended when additional volume is available.

For commercial products, full, unopened containers are preferred when available.

Place the sample into a clean, tightly sealed container immediately after collection.

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2. Sample Preparation (if applicable)

Samples may be submitted as-is or lightly mixed before sampling, depending on the matrix.

- Homogeneous liquids (e.g., juice, milk, water-based beverages): Mix gently before sampling if separation has occurred.
- Liquids with suspended solids or pulp: Mix thoroughly to distribute solids evenly before collecting the sample.
- Carbonated beverages: Do not open early to release carbonation unless instructed. Submit in the original sealed container when possible.

Do not heat, dilute, filter, or chemically treat the sample unless specifically instructed.

If unsure, submit the sample unprocessed.

3. Sample Packaging

Unopened original packaging is preferred when traceability is important.

Place the sample in a primary container with a secure, leak-resistant closure, then seal it inside a **second leak-proof bag** to prevent contamination and leakage during shipping.

Clearly label each sample (e.g., “Apple Cider – Lot 123” or “Pond Water – NW Field”).

Include absorbent material if leakage is possible.

Use a durable outer container (e.g., cardboard box or rigid mailer).

4. Submission & Shipping

Option A: Kit Submission (Glyphosate Testing Kits)

- Use the materials provided in your kit.
- Include a completed Sample Submission Form.
- Use the prepaid return label and reusable bubble mailer.
- Drop off at any USPS location.

Option B: Direct Submission (Non-Kit Orders)

- Include a completed Sample Submission Form (Analysis Order Form).
- Package samples securely (double-bagging is recommended).
- Ship using a trackable carrier (USPS, UPS, FedEx).

General Shipping Guidelines

- Ship early in the week to avoid delays.
- Shelf-stable liquids: Ship at ambient temperature unless otherwise specified.
- Perishable liquids: Include cold packs and ship with expedited or overnight service to maintain sample integrity.
- Frozen liquids: Ship frozen with cold packs or dry ice using overnight shipping to prevent thawing.
- Glass containers: Cushion well with packing material to prevent breakage.

Ship to: Health Research Institute
505 Dimick Dr, Suite 111
Fairfield, IA 52556, USA