King County Environmental Laboratory
Algae Toxin Sampling and Shipping Directions
Updated 3/31/2020

Before you collect the sample:

1. Request a sampling kit by sending your mailing address (**no po box**) to algaetoxinbottles@kingcounty.gov. A kit will be mailed to you.
2. Freeze an ice pack (one is included in requested kits) for at least 24 hours.
3. Obtain a sample tracking number from Nwtoxicalgae.org. (for WaDOE program only).

Collect the Sample:

4. Wearing protective gloves, collect the sample by dipping the open bottle into the water and blue-green surface scum. Use a clean, glass container (dark color or foil wrapped) that is at least 250 milliliters in volume.
    a. **Do not skim the water's surface**- hold the open bottle just under the surface, allowing water to fill the bottle and air to bubble out.
    b. Fill the bottle completely and close tightly to prevent excessive damage to the algal cells due to vibration during transit.
5. Using a permanent marker, label the bottle with the following information:
    a. Collect date and time
    b. Water body name
    c. Sampler name
    d. Sample Tracking number from NWtoxicalgae.org.
6. Fill out the data sheet and send it with your sample to the King County Environmental Lab.
    a. Sign your name and date under "Relinquished By" on the bottom right of the Sample Information sheet. **The lab may decline to analyze a sample that has not been relinquished by signature and date.**

Ship your sample:

7. Overnight ship (FEDEX, UPS) the sample to the laboratory with a frozen ice pack; the sample must be received cold and within 48 hours of collection. **The lab may decline to analyze a sample that arrives past 48 hours of collection and/or arrives without a frozen ice pack.**
8. Ship to King County Environmental Laboratory using an overnight delivery service. Ship samples early in the week and do not ship on Friday.
    a. With prior notification, government agencies may hand deliver.
    b. Private citizens may use the "Algae Sample Drop Box" located outside the laboratory but due to building security policy may not access the building. Please

email algaetoxinbottles@kingcounty.gov to alert us to the incoming sample if you choose this option.

Shipping address:

Att: Sample Log-In
King County Environmental Laboratory,
322 West Ewing Street, Seattle, Washington 98119-1507
206-477-7117