

Instructions for shipping soil samples from outside the United States to Waypoint Analytical (formerly A&L Eastern Laboratory)

1. Email John Beeby (jsbeeby@gmail.com) or Waypoint Support (supportva@waypointanalytical.com) to request a current “PPQ 550 label” and a current copy of Permit 525. You will need one PPQ 550 label and one copy of all 6 pages of Permit 525 for every package you ship. If you are shipping multiple samples in one shipment, you only need one PPQ 550 label and one copy of Permit 525.

2. Place each soil sample into a closed, watertight container, such as a sealed plastic bag. On the outside of each container, write “Quarantine Soil - Sterilize Before Disposal” and write a unique identification name, number or code on each bag. Write down each sample identification and the farm or location from where it was taken. This identification will be the same used to identify the results of the sample on your lab report, so be sure that you can connect the identification results to a specific location or farm.

Then, place each sealed bag containing a sample into a second, durable watertight container, such as a sealed plastic container.

3. The sealed secondary plastic container(s) must be then placed in a sturdy, cardboard shipping box.
 - a) The box and contents must be free of plant debris, insects, nematodes or other macroorganisms.
 - b) Print out all 6 pages of the current Permit 525 (“Permit to Receive Soil”) which you received electronically from step 1. Staple the pages together and place them within the box,.
 - c) Place the completed “A&L Laboratories Soil Sample Submittal Form” with the identifications of your samples and the “S3M” and “Soluble Salts” boxes checked. (You may want to retain a copy for yourself). Place payment also within the box, unless payment has already been made.

4. The box must then be well sealed. On the outside of the box:
 - a) Clearly write the address of the laboratory where you are shipping to: “Pauric McGroary, Waypoint Analytical, 7621 Whitepine Rd, Richmond, VA 23112, USA”.
 - b) Clearly write your return address.
 - c) Clearly state on the box “Contains Soil Samples”

- d) Print another copy of Permit 525. Place all 6 pages of Permit 525 into a plastic holder with page 1 visible. Seal the holder and attach it securely to the outside of the box.
- e) Attach a current PPQ 550 label (that you received from John or Pauric from step 1) securely to the outside of the box.

5. The box is ready to be shipped!