

LABORATORY PROCEDURES FOR HANDLING OF AMRAT SAMPLES

In order to make the handling of the samples flow as smoothly as possible, please follow the following procedures:

- 1. A table will be set up outside of the lab rooms in Horizon for sample check in and assignment of AMRAT numbers. Please check in prior to processing any samples.**
- 2. Make sure that your field sheet, internal label and external labels are assigned AMRAT numbers and that the number is identical on all three.**
- 3. Check in personnel will transfer all of the appropriate tracking information from your field sheets onto your laboratory data sheet. If you need additional data sheets make sure you transfer all appropriate tracking data.**
- 4. Once you have completed your sample work up, please provide the check in personnel with a complete set of all data to be kept in the AMRAT master file with the corresponding field sheets. A copy will be made of each sheet and the originals returned to each team at the end of the week.**
- 5. On the board in your room please list the genus, species and number of specimens which you are saving. Also please record the AMRAT number that corresponds to the specimen saved. If appropriate break the numbers down by life stage.**