**Sample Submission – Contacts & Notification**

**Water Sciences Section - Chemistry Laboratory**

How to Contact the Central Laboratory (Raleigh, NC):

- **Send Email to:** SampleNotification@ncdenr.gov
  - This email list includes the contacts listed below, plus lead chemists and receiving room staff.
  - This email list can be used for submittal notification or general questions; use emails below for study/grant proposals

- **Or Call by Telephone:** 919-733-3908…then dial extension (or press “0” for front office):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position / Primary Contact for:</th>
<th>Phone Extension</th>
<th>Email</th>
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</table>
| Ellen Stafford  | Manager - Inorganic Chemistry Branch  
*Metals, Microbiology, Nutrients, Wet Chemistry*  
*Contact for study/grant proposals, questions.* | 222             | ellen.stafford@ncdenr.gov    |
| Chris Johnson   | Manager - Organic Chemistry Branch  
*Pesticides, Semi-volatiles, Volatiles*  
*Contact for study/grant proposals, questions.* | 224             | chris.johnson@ncdenr.gov     |
| April Williams  | Unit Supervisor – Nutrients & Wet Chemistry  
*Contact for sample submittal (these units only), questions* | 257             | april.williams@ncdenr.gov    |
| Joe Jurgevich   | Unit Supervisor – Metals & Microbiology  
*Contact for sample submittal (these units only), questions* | 214             | joe.jurgevich@ncdenr.gov     |

Notify the Laboratory of Sample Submittal as Follows:

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<th>Time-Sensitive Samples (Parameters with Holding Times ≤ 48 hours):</th>
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| **Sampling Event or Study**                                      | Minimum of 1 day prior to sample submission.  
*(use email list; contact unit supervisor if needed)* |
| **Submittal after 3:00 P.M. (Monday – Thursday)**            | Notify lab as soon as possible.  
*(use email list; contact unit supervisor if needed)* |
| **Submittal after 1:00 P.M. (Friday)**                           | If on day of sample collection, call receiving room at extension 217 or 219. |

**Emergency Samples:**

| Notify laboratory as soon as possible                           | Use email list, or call a Manager or Supervisor. |

**Long-Term Studies, Grant Proposals:**

| Contact laboratory to allow for review; questions               | Email or call a manager. |

Please Include the Following Information:

1. Parameters to be requested
2. Number of sample locations / sites
3. Date of collection (and/or date that samples will arrive at the chemistry laboratory)
4. Sample type (assumed to be water unless otherwise noted) – ground water, effluent, etc.
5. Long-Term Studies and Grant Proposals: duration of study; sampling frequency; other pertinent details.