

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):

Name	Position / Primary Contact for:	Phone Extension	Email
Ellen Stafford	Acting Manager - Inorganic Chemistry Branch <i>Metals, Microbiology, Nutrients, Wet Chemistry</i> ☐ Contact for study/grant proposals, questions.	213	ellen.stafford@ncdenr.gov
Chris Johnson	Manager - Organic Chemistry Branch <i>Pesticides, Semi-volatiles, Volatiles</i> Contact for study/grant proposals, questions.	224	chris.johnson@ncdenr.gov
April Williams	Nutrients & Wet Chemistry ☐ Contact for sample submittal (if only for this unit), questions	227	april.williams@ncdenr.gov
Ellen Stafford	Unit Supervisor – Metals & Microbiology Contact for sample submittal (if only for this unit), questions	213	ellen.stafford@ncdenr.gov

○ Notify the Laboratory of Sample Submittal as Follows:

Time-Sensitive Samples (Parameters with Holding Times ≤ 48 hours):	
Sampling Event or Study	Minimum of 1 day prior to sample submission. <i>(use email list; contact unit supervisor if needed)</i>
Submittal after 3:00 P.M. (Monday – Thursday)	Notify lab as soon as possible. <i>(use email list; contact unit supervisor if needed)</i>
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.

North Carolina Division of Water Resources