Unit 4 Lecture – Storing Samples

After you have scanned your samples to a file in SpectraSuite, you need to store the samples, in case you should need to reference them again.

The supplies needed for storage was discussed early in lesson 4, and include small envelopes and a storage box.

First, place a label on an envelope that contains information on the sample type, date, location, and sample number that was logged when the sample was received.

Place each sample in its own envelope, and then place similar samples in a box as shown here.

After the box is full, or you have successfully stored all of the samples, clearly label the box with the type of samples it contains, and dates for the samples processed.