Date: December 2009

To: All NTN Site Operators

From: Matt Layden, NTN Site Liaison

Subject: Bar Code Labels for NTN Samples

Enclosed you will find an approximately one-year supply of bar code labels for use when you deplete your current set of labels. Please check the labels to be sure that they match your site ID.

As a reminder, use two identical labels per sample submitted. Place one label on the NTN FORF and the identical label on the outside of the bottle bag. (See the illustration below.) Use the labels in ascending numerical order for each sample you submit. If a sample is missed, continue to use the labels in order. If there would happen to be two samples in one week, use two sets of labels that week.

If you have any questions or concerns, contact Matt Layden ntn@sws.uiuc.edu or call the CAL at 1-800-952-7353.

Thank you for your continued cooperation.