NADP/NTN Dry Sample Envelopes

NADP/NTN site operators can choose to return the Field Observer Report Form (FORF) and Belfort raingage chart via U.S. mail for sampling periods when there is no precipitation collected in the NADP wet-side bucket. This saves the cost of shipping back the empty 1-L sample bottle. The unused bottle and shipping box are returned to the CAL in the next Used Materials box.

The CAL provides preprinted return envelopes upon request. The 6” x 9” envelopes have the CAL’s address preprinted on them. There is also a designated area on the back for the barcode label that would normally be put on the bottle bag. Sites will need to provide standard postage: The provided envelopes require standard 1 ounce USPS first class postage.

1. Request envelopes by calling 1-800-952-7353, email ntn@sws.uiuc.edu, or write “NEED DRY SAMPLE ENVELOPES” in the Remarks section of your FORF.

2. If there is any precipitation sample in the wet-side bucket, please decant it as usual into a 1-L bottle, and submit the sample normally. This includes any samples collected when the collector is in bulk mode, or if there are collector operational problems.

3. If you have a dry sample, fill out the FORF as usual. Weigh the bucket and lid and complete BLOCK 6. Make sure that BLOCK 8 SAMPLE BOTTLE USE on the FORF is checked NO.

4. Fold the FORF in half and the raingage chart in thirds. Place the FORF and raingage chart in the envelope. Place the bottle barcode label on the designated area on the back of the envelope.

5. Affix standard first class postage to the envelope and mail within 48 hours to ensure that there are no gaps in your site’s record.

6. Sites with electronic raingages should download data and submit it to the NADP within 48 hours.

7. Place the unused empty 1-L bottle and shipping box in your “Used Materials” box to return it to the CAL.

Questions? Call 1-800-952-7353 or email ntn@sws.uiuc.edu