



SHIPPING INSTRUCTIONS

FOR COLD OR FROZEN ITEMS

Step 1. Use an Insulated Box

Select a box appropriately sized for the content. We understand the desire to recycle, but the more a box is used, the more it loses its original protective qualities and may not adequately protect your shipment. If you must reuse a box, make sure it is in excellent condition with no punctures, tears, rips, or corner damage, and has all flaps intact.

Step 2. Provide Internal Protection

It is important to cushion the contents of your package properly. Please be sure that you wrap each item separately. Fragile articles need separation from each other, and from the corners, sides, top, and bottom of the box.

Each item should be surrounded by at least two inches of cushioning and be placed at least two inches away from the walls of the box. This prevents product-against-product damage and protects contents from shock and vibration, which can pass from the outside of the box to the contents.

Step 3. Protect your Samples or Swabs

Coolants and refrigerants are used to keep temperature-sensitive products cold or frozen while in transit. Dry ice and gel packs are the most common types of coolants and refrigerants used for transport. Please pack products in a separate packages from your environmental samples.

Wrap temperature-sensitive products and environmental swabs in two watertight plastic bags or use absorbent material along with a plastic liner to protect the integrity of the samples. Completely surround the samples with coolants/refrigerants to slow the melting rate and prevent excess space when using dry ice.

Step 4. Close Your Container Securely

Proper closure of your container is just as important as proper cushioning for the safety and security of your shipment. Include a copy of the Sample Analysis Request form in a Ziploc bag on the top of the samples to protect it from moisture in the box.

Step 5. Use Proper Labeling

Place the shipping label on the top of the package. To avoid confusion, place only one address label on the package. If you are using a packing slip, place it on the same surface of the package as the address label. Do not place the label over a seam, closure, or on top of the sealing tape. Remove any labels and all other shipment markings from the box.

