

Sample Packing Instructions

- When you request a sampling kit or cooler, you will also receive packing supplies. The supplies for a large cooler will include bubble wrap, bags to be used for ice, secondary containment bags and plastic ties, absorbent pads, cardboard liners, cardboard dividers and temp bottles. Please see the photos to the right to see how we recommend you pack your samples. The supplies for a kit or small cooler will include bubble wrap, bags to be used for ice, secondary containment bags and plastic ties, absorbent pads, and temp bottles. Cardboard is not included with kits and small coolers.
- Sampling kits and coolers now need to be packed using absorbent pads and large plastic bags for secondary containment purposes. This is true for all kits and coolers being shipped by commercial carriers. Kits or coolers that are being transported by Lancaster Labs couriers do not need to have this secondary containment and therefore will not need to use the absorbent pads and bags. The only exception to this rule is if Pharmaceutical water samples are picked up. They need to be placed in coolers with secondary containment bags and absorbent pads. Wet ice should be double-bagged to reduce leakage.
- Most analytical methods require samples to be kept chilled at a temperature of 4°C (40°F). **You MUST use wet ice to chill your samples prior to sending them back to the lab.** Bags of ice should be placed above and below the samples. Whenever possible, the samples should be packed on ice at the end of the day, to reduce time in transit. **Important:** Temp bottles should be chilled, if possible, prior to packaging and should be placed in the ice, in the cooler. The temperature of this bottle will be taken when the samples arrive at the Lab.
- If you are shipping vials, they should be placed in foam vial holders first, and then placed in the zip lock bags that came with your packing supplies, to provide secondary containment in the event the vials break.
- Before shipping a cooler, tape around the seal of the cooler in addition to taping the cooler closed. Duct tape provides the best seal, but shipping tape will also work. Place the custody seal that is provided, vertically across the seam of the cooler lid to the body of the cooler.

Place the large plastic bag inside the cooler then add the cardboard liner and absorbent pad.



Fill one of the zip loc bags with ice and lay on top of the absorbent pad. If ice is not in sealable bags and the kit leaks, commercial carriers may stop shipment of the item.



Place the cardboard divider on top of the bag of ice. Place your samples into the cardboard dividers.



Be sure the temperature bottle is in the kit. The bottle **MUST** be returned along with the kit.



Place another zip loc bag filled with ice on top of the samples. If your project requires the samples be received at 4°C, it is imperative that the temperature bottle be properly positioned under the top layer of ice.



The remaining bubble wrap should be placed on top of the last ice bag and the outer plastic bag should be tied with the enclosed plastic tie.

