

## Packing and Shipping Instructions

### Upon Receipt:

1. **Open the box immediately** and check that all necessary supplies are included.
2. **Place all ice packs in the freezer** to ensure they are thoroughly frozen before the sampling event.

### Sampling Event:

1. **Write Sample ID** in thick sharpies on top and side of the bottles.
2. **Include the time** the sample was collected on the bottle as an additional sample ID verification.

### Packing the Box:

1. **Arrange samples neatly in an upright position.**
2. **Surround the samples with frozen ice packs** to maintain the appropriate temperature during transport.
3. **Return the same number of ice packs that were originally sent.** These are calculated to ensure proper cooling during transit. (This helps maintain sample integrity.)
4. **Seal the liner/Styrofoam/cooler properly** to retain cold air within the packaging.

### Documentation:

1. **Scan the Chain of Custody (COC) form** for reference. If the lab receives a damaged copy, they will contact you for an electronic version.
2. **Place the physical COC in a Ziploc bag** to protect it from moisture and include it in the package.

### Securing & Shipping:

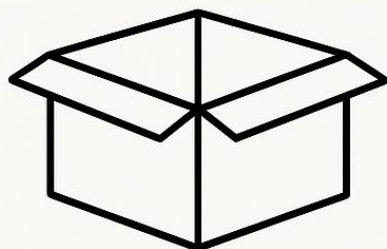
1. **Tape the box securely using an H-pattern** to ensure the contents remain secure.
2. **Affix the UPS Next Day Air Label to the package.**
3. **If a label is needed, please contact HGS Analytical for assistance.**

### Important Statement:

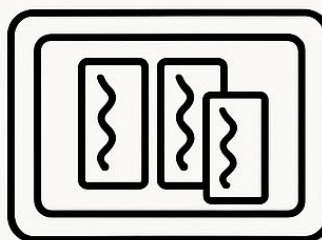
Any sample(s) submitted directly from the client to the lab expresses consent to process *"as-is"*, unless the integrity of the sample is questionable per the HGS Quality Manager's discretion.

# **WATER SAMPLE PACKING INSTRUCTIONS**

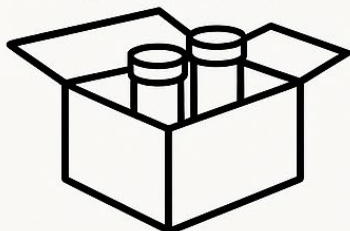
**CHECK SUPPLIES**



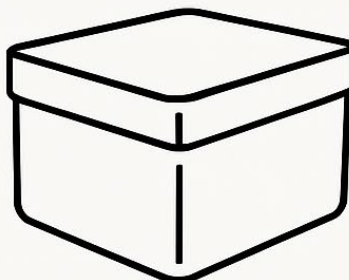
**FREEZE ICE PACKS**



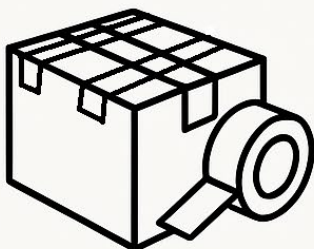
**PACK SAMPLES  
UPRIGHT**



**SEAL COOLER**



**TAPE BOX IN  
“H” MANNER**



**PLACE UPS  
NEXT DAY AIR LABEL**

