

Checklist for packing the small coolers for shipping

- Chill the sample before packing, if possible
- Check the labels on sample bottle. Are they filled out correctly?
- Completed Lab form, sign the Lab chain of custody
- Do samples in cooler match the samples listed on the Lab form?
- Sample bottle inside bubble wrap
- Bubble wrapped bottle inside little Ziploc bag, expel air and seal
- Lab forms inside Ziploc bag.
- 4 frozen gel ice packs
- Fill up empty space with crumpled scrap paper
- Tape box shut
- Attached self-adhesive UPS label
- Call UPS for pickup or drop off at UPS location



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