

CLIENT GUIDE FOR SHIPPING VIABLE SAMPLES TO ELEMENT BOSTON ACTON

Label plates on the agar side and not the lid of the plate making sure to avoid labeling over the lot number and expiration date if possible. After all samples have been collected and while wearing gloves secure lids by wrapping a piece of Para lm around the edge of the plate

Place several layers of bubble wrap on top of the cold packs. This will minimize the amount of jostling during shipping.

When all stacks of bagged samples have been secured with bubble wrap, place each stack into the insulated box.

Fill in the bare areas with additional pieces of bubble wrap or packing material. Be careful not to overstuff the insulated cooler.

Complete the Element sample submission form and place it on top of the shipping cooler lid with hard copies of the PO and quote before sealing the box with packing tape.

Tape the shipping box with clear packing tape and make sure that there is no excessive rattling inside the container.

Ship the insulated cooler overnight to the following address: 486.6 (006.6-4.(l) ad)(t