

PACKING INSTRUCTION CHECKLIST

TRIPLE LAYER PACKING

PACKAGING MATERIALS (determined by substance being shipped)

- Fibreboard Box (cardboard box) – make sure exterior container is in good condition.
- Remove all irrelevant marks and labels from exterior container, if reusing/recycling.
- Primary Container with specimen/sample (vial, bottle, dish, well, tube, etc.) must be leak-proof. If plastic container needs to be 2mm thick (vial, bottle, tube).
- Para film/wire/tape to secure Primary container lids closed.
- Leak-proof Secondary container (plastic bag, plastic canister/bottle, metal can, etc.)
- Absorbent and cushioning material that is compatible with substance.
- Packing tape (tape recommended for shipping and meets Federal Spec.)

PREPARING PACKAGE FOR SHIPPING (Triple Packaging required)

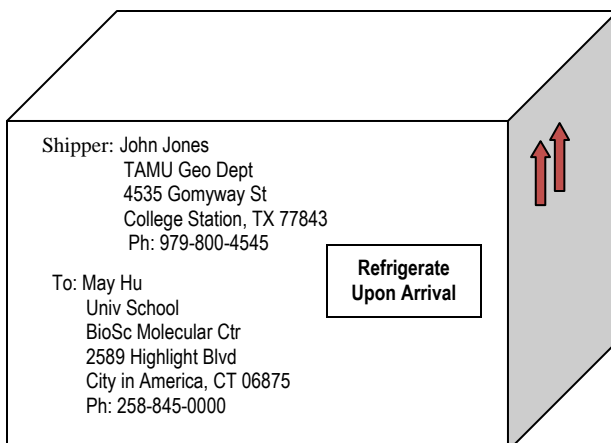
- Primary Container lids are to be Para filmed/wired/taped/secured close so will they will not open during shipping.
- Absorbent material needs to be sufficient to absorb all liquid from primary container if leaking or broken..
- Wrap Primary Containers in cushioning material to protect from breakage. Place cushioning between containers if more than one.
- Place Primary Container in Secondary container (plastic bag, plastic canister/bottle, metal can, etc.). If using plastic bag as secondary container it is advisable to double bag substance/specimen.
- Place enough additional cushioning to protect from breakage and moving in exterior container
- Sheet of paper with Name, Address, and Phone number of Shipper and Consignee with description/ itemized list of the contents of the inner container. Placed sheet of paper between the secondary and exterior container. (Also known as Shipping Slip or Packing Slip.)
- The exterior container must be a sturdy container in good shape (fiberboard box, etc)
- If substance needs to be cold place sufficient Cold packs in container for time of transit

MARKING AND LABELING EXTERIOR CONTAINER

- Label or written on exterior container the Full Name, Address, and Phone number of shipper and consignee (receiver).
- Handling Labels (if required – directional arrows, temperature instructions, etc.)

SHIPPING DOCUMENTATION/AIR WAYBILL

- Enter correct Shipper and Consignee Names, Addresses, and phone numbers
- Carrier account number of responsible party that will be paying the shipping cost.
- Include Permits/Licenses (if required)
- 3 Commercial Invoices if shipping Internationally (1 original and 2 copies to go with package)



1. Fibreboard box in good condition. If reusing, remove or mark over all unnecessary marks & labels.
2. Name & Address of Shipper and Consignee (To:) Suggest Phone number but not required.
3. Orientation arrows for liquids & other marking if required or needed.