

Packing Instructions for Pharmaceutical Water and Environmental Monitoring Samples

Lancaster Laboratories Inc. (LLI) uses sample packing kits and/or coolers for shipment of Pharmaceutical Water and Environmental Monitoring samples and can be provided upon request. To maintain a chilled temperature inside these containers, LLI recommends the use of ice packs. If ice packs are not available and wet ice must be used instead, the wet ice must be double bagged inside resealable bags to prevent leakage and possible cross contamination from melting ice.

Sample Packing Kits:

The sample packing kit was designed specifically for protection of water samples, swabs, and environmental monitoring samples during shipment to our facility. The sample packing kit should contain the following items:

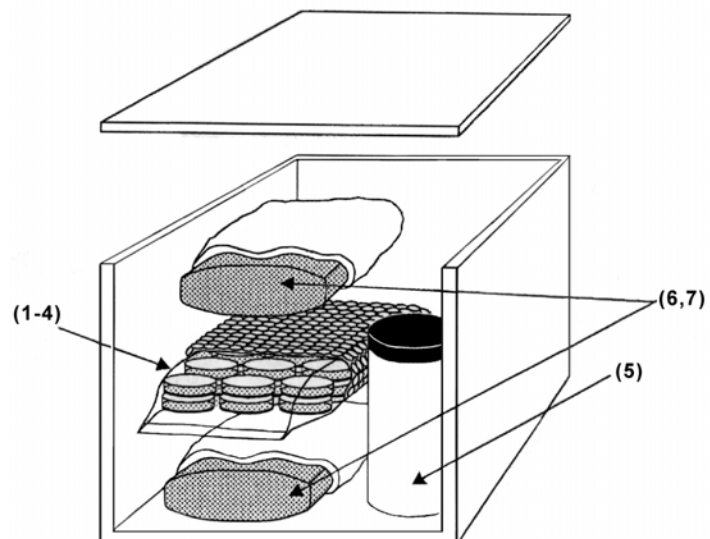
- A temperature control bottle
- Ice packs
- Absorbent pads and large resealable bags
- Bubble wrap

To properly protect your samples, please follow these instructions in packing the kit for return shipment:

1. Freeze ice packs at 0°C. A colder temperature may cause samples to freeze, compromising the sample. Do not use dry ice.
2. Tape or parafilm the lids shut on your plates and/or swabs.
3. Place your plates in the resealable bags.
4. Wrap the bags of plates, swabs, and water samples in the bubble wrap to prevent breakage.
5. Place the temperature control bottle in the kit.
6. Wrap the **frozen** ice pack(s) in the absorbent pads and/or resealable bags.
7. Place ice pack(s) at the bottom of the box and at the top of the box. Do not place the ice pack(s) directly on the samples. Make sure the ice pack is outside the bubble wrap or samples may be inadvertently frozen.
8. Include the appropriate paperwork with your samples. Assure that the paperwork does not get wet. We recommend that you FAX the paperwork, if possible.
9. **Notify your Pharmaceutical Project Manager that samples are on the way.**

The packed sampling kit must be returned to us immediately after samples are taken. Samples must be placed on test within 24 hours of collection. Samples can be shipped by overnight delivery for arrival the next morning or by our Lancaster Laboratories' same day courier if available in your area. Contact your Pharmaceutical Project manager to check on availability in your area.

Lancaster Laboratories cannot be held responsible for samples that are damaged in shipment due to improperly packed sampling kits, improper shipping, or for samples shipped without proper notification.



Coolers for use as Shipping Containers:

Coolers can be used to safely ship water samples, swabs, and environmental monitoring samples to our facility. The following items are needed to properly pack a cooler for shipment:

- A temperature control bottle
- Ice packs (frozen @ 0°C)
- Absorbent pads and large resealable bags
- Bubble wrap
- Cardboard divider and liner
- Secondary containment bags and plastic ties

To properly protect your sample tape or parafilm the lids shut on plates and swab tubes. Place plates in resealable plastic bags. Please follow these instructions in packing the cooler for return shipment:

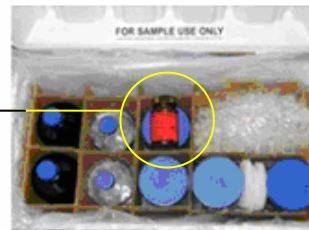
1. Place the secondary container bag inside the cooler then add the cardboard liner and absorbent pad. Layer enough ice packs to cover the absorbent pad.



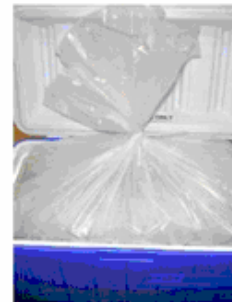
2. Place a layer of bubble wrap on top of this layer of ice packs. Place cardboard divider into the cooler. Fill the divided sections with properly packaged samples.



3. Add a temperature bottle to the packed cooler. The bottle **MUST** be returned along with the cooler and samples.



4. Cover the samples with a layer of bubble wrap. Add a layer of ice packs on top of the bubble wrap layer. Close the secondary containment bag and secure it with the enclosed plastic tie.



5. Small coolers may also be used for packing and shipping water and environmental monitoring samples.



6. Follow the same instructions as above. Some of the materials may need to be cut or modified to fit in the smaller coolers. The use of a secondary containment bag is optional when a small cooler is used.



7. A temperature bottle **MUST** be included with each shipment. Temperature monitoring devices may be included with the samples if required.



8. Cover the samples with a layer of bubble wrap. Add a layer of ice packs on top of the bubble wrap layer.

