

Guide to Proper Packaging

Dried Clinical Samples

When your shipment could literally be a matter of life and death, make sure it arrives in perfect working order. Follow the guidelines below to ensure you have packaged it for maximum protection.

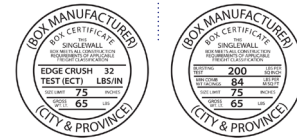
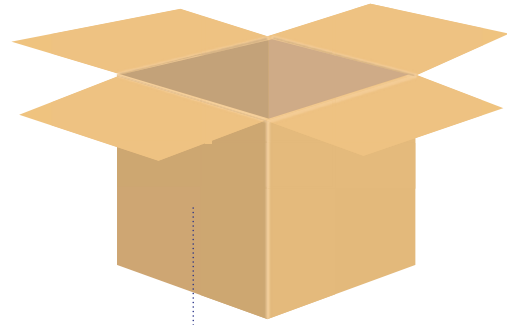
Protect the Items

- If shipping in a glass or plastic container (e.g., vial, jar, slide), use sufficient cushioning materials in the over box to prevent breakage and restrict movement. Use a rigid corrugated over box that is of good quality and condition for shipping dried clinical samples.
- Seal the over box with three (3) strips of 3" (7.6 cm) wide adhesive poly tape.
- If not already marked, clearly and legibly mark the over box "Exempt Human Specimen" or "Exempt Animal Specimen" as appropriate.
- An accurate contact name and number for the recipient are mandatory as well as an accurate contact name and number of the person responsible for the shipment. The shipping label must be filled out correctly with all fields populated.
- If shipping dried samples not contained in glass or plastic, place dried samples in an envelope and then into a secondary larger envelope.
- Ensure that the envelope is properly sealed and marked "Exempt Human Specimen" or "Exempt Animal Specimen" as appropriate.



Pick the Right Box

- Use a new corrugated box (avoid using old boxes) that's free of any punctures, tears or corner damage, and ensure all its flaps are intact.
- Ensure the weight of the contents does not exceed 50% of the gross weight limit indicated on the Box Manufacturer's Certificate on the box.
- Ensure the box is rated at a minimum Edge Crush Test (ECT) value of 32 lbs./inch or bursting test of 200 lbs./sq. inch, as indicated on the Box Manufacturer's Certificate.



Seal Boxes Securely

- Apply tape to a clean dry surface only.
- Use pressure-sensitive adhesive tape (packing tape), water-activated reinforced tape, or water-activated paper tape (minimum 60-lb [27-kg] grade) that measures at least 3" (7.6 cm) in width.
- Do not seal the package using masking, cellophane, scotch or duct tape.
- Do not put string, plastic strapping, elastic bands or paper overwrap around the package.
- Seal all flaps and seams securely using the following H taping method to prevent accidental opening during shipping:
 1. Apply first strip to seal the centre seam.
 2. Overlap a minimum of 4" (10 cm) on either side of the box.
 3. Seal the edge seams on both ends with two strips of tape.
 4. Repeat the process for the top of the box.

