



## Packing a Cooler for Shipment to Maxxam

## HOW-TO GUIDE

### Packing the Cooler

- Double check all containers to make sure that all samples are clearly identified and that labels are legible.
- Ensure caps and lids are **securely tightened**.
- After sampling, wipe the outside of all sample containers clean to prevent any possible cross-contamination.
- Line the bottom of the cooler with **bubble wrap**.
- Ensure that glass containers are packed in **bubble pouches** prior to placing them in the cooler.
- Ensure all containers are placed in **resealable bags**. In case of bottle breakage, this will prevent any leakage of sample into the cooler and possible cross-contamination.
- Pack all containers with the same sample ID in one resealable bag; so they are all accounted for.
- Insert the **Chain of Custody** in a resealable bag and place it in the cooler. Include all **sample IDs** on the COC.
- Pack bottles in an **upright** position, in such a manner to avoid damage and spillage of contents during transport.
- If possible, place **plastic** and **glass** bottles next to each other in an alternating fashion.
- **Fill all voids** with bubble wrap. Ensure containers are unable to move laterally in the cooler during transport.
- Place another layer(s) of bubble wrap on the top, enough to **avoid up and down shifting** of the items inside.
- **Ice is not a packing material**. Loose ice should never be used to fill spaces between containers nor to secure samples, as ice melts during transport.

- **Seal and secure** the cooler by wrapping it with packaging tape. Wrap the entire circumference of the cooler to reduce the likelihood of the tape loosening off the cooler. Take precaution when using packing tape to minimize risk of toluene contamination.
- If the cooler has a drain, ensure this is plugged and taped shut to avoid leakage during transport.

### Temperature and Sample Integrity

- To ensure **sample integrity**, keep samples as cool as possible without freezing. Optimal temperature during transport is **4°C**, but acceptable range for most sample types and regions is less than **10°C (and above 0°C)**.
- **Ice cubes** keep samples colder; recommended for summer sampling. **Double bag cubes to avoid cooler leakage and potential cross contamination**.
- **Ice packs** - Good for samples that are being submitted on the same day that they are collected.
- **If a custody seal is used, please remember to sign and date it before affixing it**; we recommend using packing tape across the custody seal as well, to avoid damage during transport.

Watch Our How-To Video



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