



CLIENT GUIDE FOR SHIPPING VIABLE SAMPLES TO ELEMENT BOSTON – ACTON

1. 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 Parafilm around the edge of the plate.

2. Bag plates in stacks of no more than 10 and secure with bubble wrap to ensure that plates will be as secure as possible during transport. Plates should be inverted (agar side up) to prevent condensation from dripping onto the media.

3. Using a U-Line insulated cooler, place two cold packs on the bottom of the box. Do not allow plates to come in contact with cold packs.



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



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



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



7. 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.



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



9. Ship the insulated cooler overnight to the following address:

Element Materials Technology
Attn: Laboratory
33 Nagog Park
Acton, MA 01720

To avoid compromising the viability of the media, samples must only be shipped Monday-Thursday to be received during normal business hours.

Making tomorrow safer than today

