



**BUREAU
VERITAS**

COOLER PACKING INSTRUCTIONS

Standard Contents

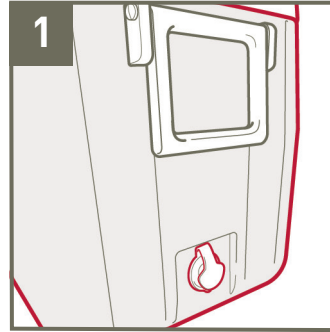
- Labeled cooler
- Sampling containers
- Bubble wrap and bubble wrap bags
- Zipper sealed bags
- Chain of Custody form

Items Needed

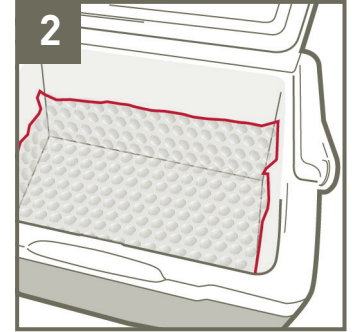
- Ice

Questions?

Contact the laboratory at
1-800-563-6266



1 Ensure the empty cooler is in good condition and that there are no leaking spouts.



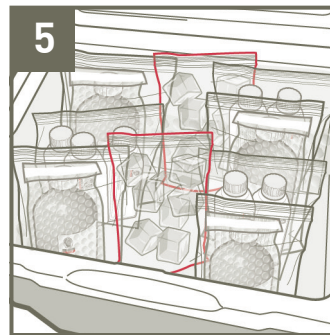
2 Line the bottom of the cooler with bubble wrap.



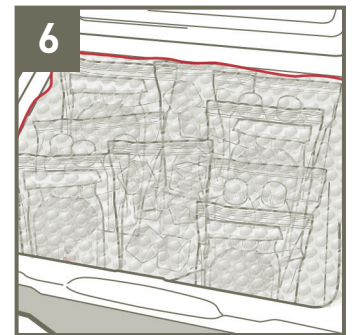
3 Tighten caps and lids of all sampling containers.



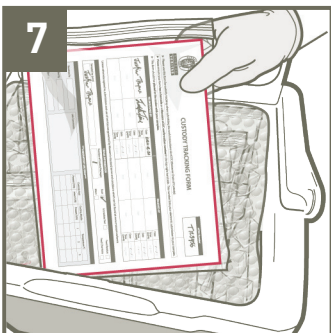
4 Place plastic containers in zipper sealed bags and glass containers in bubble bags. Group containers with the same sample ID in the same zipper sealed bag. Place the bags into the cooler upright. To prevent breakage, alternate the sets between plastic and glass bottles.



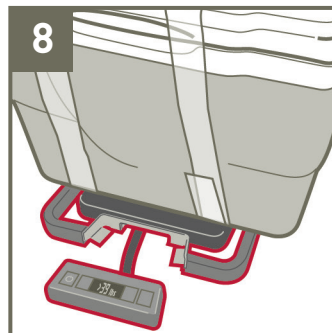
5 To maintain sample temperature and integrity, include ample ice ensuring that the risk of leakage and contact with samples is minimal. One way to do this is to package the ice in large zipper sealed bags and ensure they are sealed. During colder months, ensure samples will not freeze.



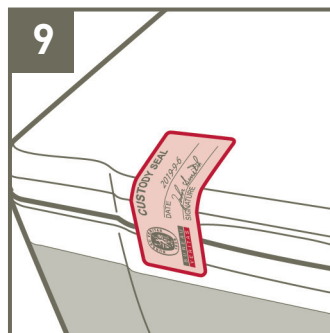
6 Fill all voids with bubble wrap including the top of the cooler to avoid breakage and shifting of contents during transport.



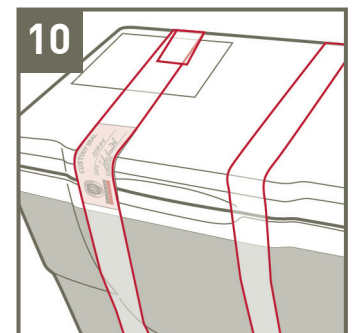
7 Place the completed chain of custody or custody tracking form into a zipper sealed bag and place it on top of the bubble wrap.



8 Assess the potential weight of the cooler—is it safe to lift or carry? If not, redistribute weight between other coolers.



9 If required, sign and date a Bureau Veritas custody seal and use it to seal the cooler shut. For hinged coolers, use one custody seal, for unhinged coolers, use two.



10 Wrap the entire circumference of the cooler and custody seal with packaging tape. Use a packing tape low in toluene to minimize the risk of contamination in samples for VOCs.