

SHIPPING GUIDELINES FOR SENDING SAMPLES TO THE LAB

REQUIRED ITEMS

Samples taken to be sent to the lab for testing should be placed in a bottle suited for the product being sent. After the samples have been placed in the bottles, the bottles should be clean, the bottle lid should be taped shut, and it is recommended to place the bottle in a secondary containment such as a zip lock bag.

In order for the samples to be processed correctly and avoid delays, the bottles should also be properly labelled containing either a LabCheck E Label or have the corresponding information: Customer Name, Customer Location, System/Unit Name, Product Name, and Date Sample Taken. Samples that are not sent in with an E Label should have a sample submittal form included with them. An SDS's of the products being sent in should also be included.

SHIPPING REQUIREMENTS

Samples can be shipped through UPS, Fed Ex, and DHL. Samples cannot be shipped through the US Postal Services.

It is important to carefully read the SDS sheet to determine if the material is regulated. GHS compliant SDS sheets outline the Transportation information in Section 14. There are four main regulating bodies:

- a) Department of Transportation (DOT)
- b) Air Transport Association (IATA)
- c) International Maritime of Dangerous Good (IMDG)
- d) Transportation of Dangerous Goods (TDG)

DOT and IATA are the two main regulating bodies for domestic shipping. If the samples being shipped are considered regulated, it must be packaged by licenced shipping personnel at a UPS, Fed Ex, or DHL, facility. Failure to comply with the appropriate shipping procedures for regulated materials could result in significant fines.

Countries outside of the US will need to comply with their countries shipping standards in addition to the ones outlined in this procedure.

For additional information regarding proper shipping procedures, please consult your local shipping facility.

Industrial Technology Deployment

The information in the paper is provided for guidance and informational purposes only. The information contained herein has been compiled from sources deemed reliable and it is accurate to the best of our knowledge and belief.

However, Castrol cannot guarantee its accuracy, completeness, and validity and cannot be held liable for any errors or omissions, as the results change depending on the working condition/environment.

The content, website and information within the paper are not intended to provide investment, laboratory or manufacturing process advice.

Changes are periodically made to this information and may be made at any time. All information contained herein should be independently verified and confirmed.

Castrol Technology Deployment, 150 W Warrenville Rd., Naperville IL 60563