

# Sample Packing Procedure

## SAMPLING PUMP

## TUBING

## SAMPLE BOTTLES

## SAMPLE LABELS



1

Examine your air-tight sampling bottle provided by Chem-Tech Laboratories, and ensure it is not physically damaged.



2

Follow the instructions given to accurately take a sample.



3

Do not fill the bottle fully. Leave some gap from the top. You can fill the bottle up to 90% of its total capacity.



4

Once the sample has been collected, immediately put the inner cap onto the bottle ensuring it fits properly. Tighten the outer cap and seal the bottle. Wipe the bottle clean with a cloth.



5

Write the identification details of the sample on the sampling label provided. Paste the label on the clean, dry sampling bottle. This label is mandatory.



6

Seal the outer cap of the bottle with Tixo tape.



7

Wrap samples in a Self Sealing Courier bag.



8

Place them in a carton with proper packing material to avoid damage in transit.



9

Mark the shipping address of the package to Chem-Tech Laboratories.



10

Handover the package to your courier person.

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