

# Packaging and Shipping Guidelines

Please use the following guidelines to ensure the adequacy and integrity of samples shipped to Anresco:

- **Provide representative samples of the products to be analyzed**
  - Analytical results apply only to the samples submitted. For the most accurate results, it may be best to send multiple samples for individual analysis or to be composited and analyzed together. Additional fees may apply – please consult prior to shipment.
  
- **Submit adequate amount of samples**
  - Your Anresco customer service representative will provide you information on minimum sample quantities. Insufficient amounts will likely lead to delays in analysis.
  
- **Package samples securely**
  - If samples are in resealable plastic bags, do not overfill as this can cause the bag to burst during transit. If double-bagging, please use a larger bag on the outside, as this will help contain any spillage that may occur
  - If samples are shipped in glass jars/containers, properly wrap each in either bubble wrap or a styrofoam sheet to prevent breakage. All space in the box should be filled (e.g. with newspaper) and the box should be labeled “FRAGILE.”
  
- **Ship samples promptly**
  - For perishable samples, ship overnight in a cooler or styrofoam-insulated box with ice packs or dry ice for a morning delivery. If your sample arrives before 10:30 am, that day will count as Day 1. After 10:30 am, the following day counts as Day 1. Do not ship samples to arrive on a weekend (e.g. shipping on a Friday for overnight delivery) as we are closed.
  
- **Fill out an Anresco Submission Form (AKA Chain of Custody Record)**
  - Please include sample descriptions, the analyses you need performed and any special instructions. Also, be sure to clearly label and identify samples, especially if there are multiple samples that must be kept separate.
  
- **Ship samples to the following addressee and address:**
  - Attn: Lab Sample  
Anresco Laboratories  
1375 Van Dyke Avenue  
San Francisco, CA 94124