

PACKED BOX CHECKLIST

- Is the printed copy of the packing list/Analysis Request Form/ SAP Manifest in the box?
- Is the printed copy of the heat treatment certificate in the box (if applicable)?
- Does the sample labeling match the packing list/ARF/SAP manifest? **This is a critical step, NQAC will not communicate or correct any discrepancies between sample information and submission paperwork.**
- Do I want my box/cooler returned? If so, is a printed return label included?
- Are there enough ice packs (NOT ice cubes) to keep the samples cool during transit?
- Is there enough packing material to protect samples from damage in transit?
- Sending multiple boxes? Are they marked as "1 of 2" and "2 of 2" as needed?
- How heavy are the boxes? **The safety of our associates is of utmost importance. Please limit boxes to less than 50 lb.**