

## Wet Ice Packing Instructions

**Courier delivery service (i.e. FEDEX or UPS) will **NOT** transport LEAKING Coolers. It is very important that the wet ice is all contained in sealed bags.**

- 1) After sampling, insert sample containers back into original bubble wrap, Ziploc style bags, or other inserts.
- 2) Your kits should include 2 large heavy-weight plastic bags.
- 3) Place the first large bag in the interior of the cooler. This bag will be your “*outer liner*.” No water or ice should be placed outside this bag.
- 4) Pour in some wet ice in a single layer to cover the bottom of the outer liner.
- 5) Add a second large bag to the cooler so that it fits inside the *outer liner*. The second bag will be your “*inner liner*.”
- 6) Place bagged samples inside the inner liner.
- 7) Tie a knot at the top of the inner bag around the sample containers.
- 8) Pour ice onto and around the inner liner to fill up any empty spaces on the outside of the inner liner until the cooler is full. The ice should fill up about 30-50% of the content of cooler. Make sure that there are enough loose ends to tie the outer liner in a knot
- 9) Tie a knot at the top of the outer liner in a manner that ensures there will be no leakage.
- 10) Place completed Chain of Custody and Kit Order in a Ziploc bag and place them in the cooler on top of the outer liner.
- 11) Ensure contents will not move too much when cooler is closed.
- 12) Secure shut the cooler with packing tape before you ship it out.

