

Shipping Samples

Here are some tips and information to make shipping samples to Specialty Analytical with the least problems possible.

Our Shipping/ Receiving hours are:

Monday – Friday 7:30am to 5pm

We do not receive packages on Saturdays

For most locations in Oregon/ Washington, shipping takes about 1 day, though there are some instances where things get delayed. In that case, if sending ground, it may be a good idea to send Monday-Wednesday only. Overnight/ Next Day shipping can be sent Monday- Thursday. Check your local UPS/ FedEx stores for final drop off times.

Do NOT ship items on a Friday or Holiday weekend.

Beware of hold times for specific tests. Some only have a 24-turn time or less. Our Project managers can help answer any questions if you are uncertain.

Bottle Packaging:

Make sure lids are fully secure

Bottles are wiped down on the outside

Labels are filled out with a SHARPIE and with correct information

Glass items should be cushioned/ wrapped with bubble wrap and placed away from each other if possible.

Cooling Samples:

Samples need to arrive at the lab between 1°C to 6°C

Ice Packs and Ice are the best options for cooling.

Multiple ice packs are needed to ensure everything stays cool. Placing an ice pack on the bottom, 4 sides and top work well to encase your samples. Ice pack size should be relative to cooler size.

For ice, place ice cubes in Ziplock bags to contain melting water. Then pack ice baggies around samples.

As always, the more ice/ ice packs the better. A mix of both works as well.

Packaging Cooler:

Cooler lid should seal/ shut all the way to prevent leaks.

Make sure glass is cushioned. We like using bubble wrap since packing paper will get wet/ soggy.

If using a Styrofoam shipper, make sure there is an outer box to place it in and the inner lid is sealed.

Using packing tape, make sure to tape down both sides of the lid and at least one side gets tape looped around the entire cooler. If unsure, how we send our coolers out to clients is a good example of taping.

Be sure to add custody seals, if needed and tape those down.