



Food and/or Feed Recommended Collection and Shipping

General Definitions

Food or Natural Product:

Food for human consumption in various (matrices) forms. This may include ingredients or finished products.

Pet Food or Animal Feed:

Food for animal consumption in various (matrices) forms. This may include ingredients or finished products.

We recommend you notify us prior to shipping if your sample(s) require expedited services such as RUSH or EMERGENCY turnaround at least 24 hours prior to planned shipment date. This step ensures that our laboratory can accommodate the request and your sample(s) will be processed accurately and as quickly as possible.

Craft Technologies, Inc. recommends Food and/or Food samples to be shipped *Monday – Friday*. An exception to this would be if your sample(s) require refrigeration or freezer storage to maintain integrity of the sample(s); therefore the recommended shipping days would be *Monday - Wednesday*. Our company is not open on Saturday or Sunday. If this is a possibility, please ship sample(s) on “blue ice” or dry ice. (See section on dry ice shipment.)

Most samples can be shipped without refrigeration; however you are responsible for the project requirements and should take the necessary precautions to maintain the integrity of the sample(s).

Seasonal considerations should be taken in account when shipping sample(s), such as holidays and weather.

Carriers/Couriers

We recommend shipping priority with FedEx or UPS. We do not recommend shipping samples by the United States Postal Service.

Please use the courier tracking number to follow your sample(s) until they arrive safely at Craft Technologies, Inc. This information is imperative, as this may alert you to any potential problems.

Collection of Sample(s)

CTI is only able to provide general collection procedures. The client should establish collection protocols and set general guidelines representative of the project to ensure consistent results. When preparing your sample(s) we recommend a representative (*homogenous*) sample for submission. Generally we recommend 20 -25 grams. If your matrix is unusual, please contact us for sample size submission.

Identification of Sample(s)

Care should be taken to record exact identification information of the sample(s). Please include a detailed packing list of samples and package in an organized manner. If possible, email an Excel spreadsheet of the packing list to: samples@crafttechnologies.com. The identification information should also be recorded on a hard copy and electronic spreadsheet (contact CTI for our "packing list" spreadsheet or see link provided under Information Center on our website).

Please include *with the shipment* a copy of the packing list and Analysis Request Form. If an Analysis of Request Form is not available, you may contact our Sample Receiving department to request or provide a letter of request for analysis on your company letterhead detailing the analyses you are requesting to be performed, including all contact information regarding to whom correspondence, results, and invoicing should be submitted. Samples that arrive without a packing list and/or in disarray may be subject to an administrative fee.

Labeling of Sample(s)

Special attention should be taken to label sample(s) appropriately and permanently. The labels should include all essential identifying information written with indelible ink either on the primary receptacle or label applied to primary receptacle. It is recommended the labels should be secured to the container(s) by a water insoluble adhesive.

Packing of Sample(s)

Primary receptacles are used to contain your sample(s). See Figure 1, 2, and 3. *Secondary receptacles* are used to contain the primary receptacle. (The figures below are provided for illustration purposes only. The client should choose the appropriate primary containers as established by their collection protocols and general guidelines representative of the project to ensure consistent results.)

Pack your sample(s) correctly, using appropriate and approved primary and secondary receptacles. Using packing material will provide security and stability that is critical to ensure arrival to CTI is an accurate representation of your submission. To avoid loose primary receptacles being placed inside of the secondary receptacle, we recommend placing these into a plastic storage bag and securing with packing material for additional protection.

When using *glass* primary receptacles (see Figure 3) to contain your sample, please use PARAFILM® to seal around the cap after tightening and wrap entirely and securely with plastic bubble wrap to protect from breakage and leakage.

If you are unsure of the best method, please contact our sample receiving department for more information.

Primary Packaging

Dry Matrixes

Submit dry sample(s) in either the original manufacture packaging or an approved primary receptacle to prevent leakage with proper identification (see Figure 1, 2, or 3). Desiccant is recommended, but not required (see Figure 4). Please check your sample(s) and the primary receptacle (press seals and tighten lids) to be certain leakage will not be a factor.

Wet/Liquid Matrixes

Submit wet sample(s) in either the original manufacture packaging or an approved primary receptacle to prevent leakage. See Figure 2 or 3. If product is prone to spoilage please ship on dry ice or "blue ice" overnight. Please

check your sample and the primary receptacle (press seals and tighten lids) to be certain leakage will not be a factor.

When using *glass* primary receptacles (see Figure 3) to contain your sample, please use PARAFILM® to seal around cap after tightening and wrap entirely and securely with plastic bubble wrap to protect from breakage and leakage.

Please check your sample(s) and the primary receptacle (press seals and tighten lids) to be certain leakage will not be a factor. Please allow "head space" when preparing your sample(s) in the primary receptacle for possible expansion.

Please note, wet/liquid matrices unless otherwise specified by the client are refrigerated or frozen upon arrival at CTI.

Light Sensitive Matrices

Submit sample(s) that are light sensitive in either the original manufacture packaging or an approved primary receptacle to prevent leakage. See Figure 1.

Primary Receptacles

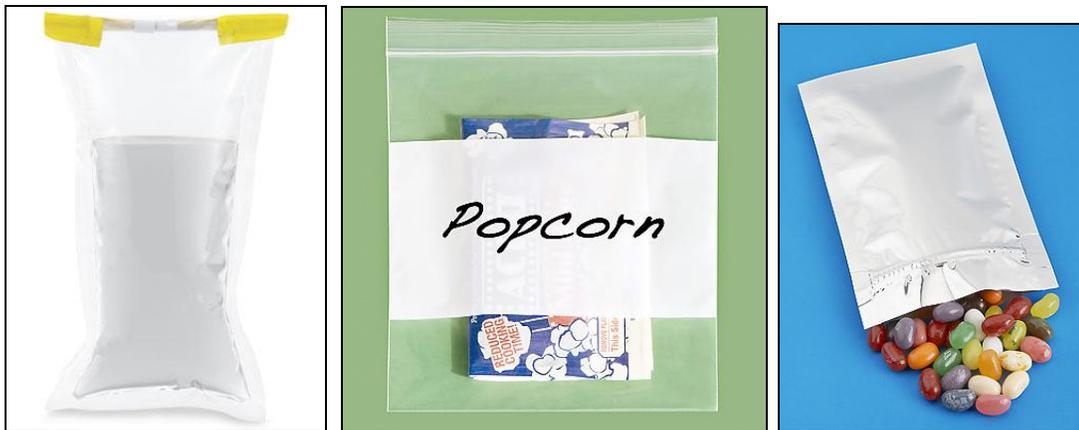


Figure 1 – WhirlPak® Bag , Re-sealable Poly Bag & Re-sealable Foil Packaging (<http://www.uline.com>)



Figure 2 - Clear Polystyrene Jars (<http://www.quorpak.com>)



Figure 3 -Qorpak® Composite Test Jars (<http://www.quorpak.com>)

Other glass containers are available.

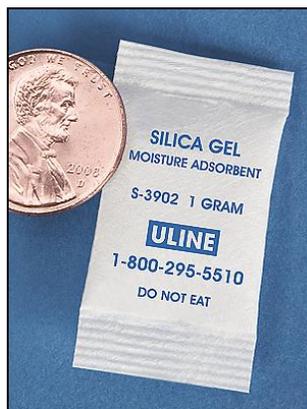


Figure 4 - Desiccant (<http://www.uline.com>)

Blue Ice or Dry Ice Shipments

Food and/or feed samples should be shipped based on the stability of the product. If product is shipped on “dry ice” or “blue ice”, sample(s) should be placed in plastic freezer bags and labeled with a permanent marker in the order specified on the packing list. Please ensure the plastic bag is secured properly. If the plastic bag is not secured properly, sample(s) may fall out during shipping. Use of rubber bands on primary and secondary receptacle to secure items is not recommended, but are acceptable.

If dry ice accompanies a shipment, these materials must be declared, and packages must be properly labeled with



a DOT Class 9 dry ice label.

Most couriers have limitations on the how much dry ice is acceptable per package. Contact your courier for acceptable weight limit. Dry ice should be placed in a Styrofoam box along with the primary specimen container(s) and then the Styrofoam box is placed in the outer packaging. Interior support (i.e., Styrofoam pieces or paper stuffing) can be used to secure the primary packaging(s) in the original position and to slow the

sublimation rate of dry ice. More dry ice rather than packing material should be provided. The outer packaging must permit the release of carbon dioxide gas. <http://www.dryiceinfo.com/shipping.htm>

Absorbent material may be placed between the plastic freezer bags and primary receptacle. If multiple primary receptacles are placed in the same plastic storage bag, these should be individually wrapped to prevent contact between them, this prevents primary receptacles from adhering to each other as well. Enough absorbent material must be used to absorb the entire contents of all the primary receptacles. Acceptable absorbent materials include cellulose wadding, cotton balls, super-absorbent packets, and paper towels.

Please use a sturdy outer packaging (see picture below), such as rigid outer packaging constructed of corrugated fiberboard, wood, metal or plastic, appropriately sized for the contents. Chipboard or paperboard boxes are unacceptable outer packaging. In addition, Styrofoam, plastic bags and paper envelopes are NOT acceptable outer packaging. Reusing a dry ice box is a good use of resources. If you choose to reuse a box, completely obliterate all unnecessary marking such as hazard labels, addresses, FedEx (or other courier) labels and barcodes. Use caution if reusing a box that has been used to ship infectious material or diagnostic specimens. Only reuse a box if you can personally verify it is not contaminated and its integrity is intact. A box should not be reused if it is torn, cut,



stained, or if the insulation is cracked or broken.

<http://www.uline.com>

Shipments containing "blue ice" or dry ice must also have "Perishable" designated on the outer packaging. Seasonal considerations should be taken in account when shipping sample(s), such as holidays and weather (summer months please ensure ample dry ice is included in the shipment).

For International shipments: Contact your local authorities and courier to determine the necessary documentation. CTI is not responsible for samples shipped without the proper documentation that may subsequently be held by customs. Most couriers will provide additional shipment information on their websites. If you need information from CTI to complete your documentation, please contact samples@crafttechnologies.com.

All shipments should be sent to the following address:

Sample Receiving

Craft Technologies, Inc.

4344 Frank Price Church Rd.

Wilson, NC, 27893 USA

samples@crafttechnologies.com

Phone: (252) 206-7071 Fax: (252) 206-1305

This document was prepared by CTI to assist you in shipping food and/or feed samples to our laboratory. It is not for dissemination. There are many sources other than this document. We encourage you to obtain information

relevant to your project before shipping. We are not responsible for returned, lost, or held samples by a courier or any government agency due to improper packing or documentation.

General content is based upon our experience in receiving and handling of a variety matrices. The following websites were used to provide additional information and some source content is referenced.

<http://www.uline.com>

<https://us.vwr.com>

<http://www.quorpak.com>