

Guidelines for shipping samples or equipment to collaborators or to national labs

Packaging:

- Use a box with the right size for your package, not too big and not too small
- Air sensitive samples should be sealed under vacuum in a quartz tube
- Place **one sample (composition) in each quartz tube** or each small box to avoid mixing of different samples
- Use enough packaging materials including bubble wraps and foams
- In particular, wrap each quartz tube individually in a layer of bubble wrap
- Fill the empty space in the box with foam or large bubble wraps
- If you are sending samples to collaborators, **label each sample clearly** and place a one page instruction with the name and composition of each sample in the box. Send an electronic copy of this to the collaborator.

Shipping:

- Copy/paste the address from the collaborator or the national lab and print it with large fonts
- Bring the packages with the correct address to Scott Bartolotto on the third floor

- If you are sending more than one package to the same address, let Scott know. For example, if you have three packages, they will be labeled as 1/3, 2/3, and 3/3.
- Let Scott know if your package contains fragile contents such as quartz tubes
- Stay at the desk while your label is being printed
- Get the tracking number!
- **Track your packages** until they arrive at the designation (do not take this lightly!)
- For all samples that are being shipped within the US, **use FedEx express** (overnight option)
- Try to **avoid shipping on a Friday**, especially if you are in a rush.
- **For the national labs, make sure to ship everything one week before the experiments start.**