



**MDPTC LAB SERVICES
MINERAL WELLS, TX**

GUIDELINES FOR GATHERING & SHIPPING LIQUID SAMPLES TO LAB

1. At sample port, **before** putting sample container under flow, open valve and flow liquid through port to clean away any settled particles or fluid and collect in a separate container.
2. Don't use sample bottles with lids that have foam liners in case of compatibility issues with the sample fluid; the liners can disintegrate into fluid thus contaminating it and rendering it useless for analysis.
3. Fill one (1) bottle for each sample
 - a. at least 250 mL, up to 500 mL for all *standard* analysis (8-16 oz)
 - b. Haze Scale Rating or Free Water Analysis each require 1 liter of sample
4. Close lid tightly, wrap electrical tape around it to ensure lid does not leak or unscrew (wrap with threads).
5. Label sample.
6. Put sample bottle inside a plastic bag, or wrap individually, and close tightly.
7. Label outside of sample wrapping as well.
8. Include a copy of a completed Lab Test Request form – or put in shipping envelope on outside.
9. Include SDS for the base liquid.
10. Pack in box with absorbent pads/packing, and additional packing as necessary to ensure bottles don't move around (or break) during shipment.

NOTE: If you use vermiculite for packing your liquids, please double bag the bottles. It will help to keep the loose particles from clinging to the bottles and lids which can contaminate samples when opened. It's nearly impossible to clean it out of all crevices due to static.

11. Ship samples via FedEx, UPS, or DHL to: (do not send via US Post Office)

Parker Hannifin Corporation
MDPTC Lab Services
7511 Hwy 180 E
Mineral Wells, TX 76067

12. If you prefer to use US Postal Service, it's best to check with them first for prohibited items. However, **if using Post Office, add P.O. Box 640** to the above address.

If you need a blank request form or have any questions, contact your Territory Manager or send an email to me.

Thank you.

Jan Dodson
Lab Supervisor

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