

Sampling Instructions for Clients

1. Below is a list of instructions for shipping samples to GAP. A checklist can be found in Appendix 1 that can be referenced to ensure that all components are complete prior to dropping the cooler off at a courier company.
2. Place sealed bottles inside the cooler. Ensure to leave ample space for ice packs and/or packing material as seen in **Figure 1** below.



Figure 1. Place sealed, labelled bottles in the cooler with ample space for ice packs and packing material.

- 2.1 Ensure that only plastic bottles are used, preferably ones supplied by GAP.
- 2.2 All bottles must be labelled with appropriate identifiers to allow each bottles to be matched with an entry on the chain of custody upon arrival at GAP.
- 3 Fully complete a GAP Chain of Custody form and include with the samples inside the cooler, see **Figure 2** below for an example of how to complete the Chain of Custody.
 - 3.1 Seal the Chain of Custody form inside a water proof bag (i.e. Ziploc) to prevent it from getting wet during transport.

- 4.1.1 Fewer ice packs can be used during the winter months as outdoor air temperature does not affect the cooling during this time.
- 4.2 Fill any remaining empty space in the cooler with packing material such as paper or bubble wrap to prevent shifting of sample during transport that may result in sample container breakage as seen in **Figure 4**.



Figure 4. Packing material (with Chain of Custody) added to the cooler to fill any voids inside the cooler.

- 5 Seal the cooler with packing tape. Ensure to wrap the tape completely around the cooler. The packing tape does not stick well to plastic so it must be stuck to itself.
- 6 If completing shipping paperwork yourself the following steps can be ignored. If using paperwork supplied by GAP (international shipping), follow steps 6 – 11 below.
- 7 Print off all pages of the waybill and commercial invoice provided.
 - 7.1 There will be 1 unique waybill per cooler to be shipped; each waybill will display a different tracking number.
 - 7.2 Three copies of the same commercial invoice will be present. These are identical.
- 8 Sign and date the waybill as seen in **Figure 5** below.



Figure 6. Waybill attached to the outside of the cooler.

Invoice Page 1

<p>FROM</p> <p>Tax ID/EIN/VAT No.: [REDACTED] Contact Name: [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p> <p>United States Phone: [REDACTED]</p>	<p>Waybill Number: [REDACTED] Shipment ID: [REDACTED]</p>  <p>Date: 01/JUN/2016 Invoice No: PO No: Terms of Sale (Incoterm): Reason for Export:</p>
<p>SHIP TO</p> <p>Tax ID/VAT No.: Contact Name: SHAWN VERHOEVEN GAP ENVIROMICROBIAL SERVICES LTD. 1020 HARGRIEVE RD UNIT 14</p> <p>LONDON, ON N6E1P5</p> <p>Canada Phone: 5196810571</p>	<p>SOLD TO INFORMATION</p> <p>Tax ID/VAT No.: Contact Name: Same as Ship To</p> <p>Phone:</p>

Units	U/M	Description of Goods/Part No.	Harm. Code	C/O	Unit Value	Total Value
20	L	Water samples for laboratory analysis	2201.90.00	US	2.00	40.00

Additional Comments:															
<p>Declaration Statement:</p> <p>Shipper  Date <u>June 1/16</u></p>	<table style="width: 100%;"> <tr><td>Invoice Line Total:</td><td style="text-align: right;">40.00</td></tr> <tr><td>Discount/Rebate:</td><td style="text-align: right;">0.00</td></tr> <tr><td>Invoice Sub-Total:</td><td style="text-align: right;">40.00</td></tr> <tr><td>Freight:</td><td style="text-align: right;">0.00</td></tr> <tr><td>Insurance:</td><td style="text-align: right;">0.00</td></tr> <tr><td>Other:</td><td style="text-align: right;">0.00</td></tr> <tr><td>Total Invoice Amount:</td><td style="text-align: right;">40.00</td></tr> </table> <p>Total Number of Packages: 1 Currency: CAD Total Weight: 30.0 LBS</p>	Invoice Line Total:	40.00	Discount/Rebate:	0.00	Invoice Sub-Total:	40.00	Freight:	0.00	Insurance:	0.00	Other:	0.00	Total Invoice Amount:	40.00
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Other:	0.00														
Total Invoice Amount:	40.00														

These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion

Figure 7. The red circled area must be signed and dated on the commercial invoice.



Figure 8. Attach all 3 signed/dated copies of the commercial invoice to the outside of the cooler.

Appendix 1

Shipping Checklist

- Samples sealed and labelled
- Frozen ice packs added
- Chain of Custody complete and included **INSIDE** cooler
- Seal cooler
- Waybill signed, dated and attached to **OUTSIDE** of cooler
- Commercial invoice (3 copies) signed, dated and attached to **OUTSIDE** of cooler
- Cooler dropped off or picked up for next day delivery