**Standard Contents**
- Cooler
- Ice pack
- Chain of Custody form

**Questions?**
Contact your designated Customer Service Representative.

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**Prior to starting,** order the appropriate cooler and ice packs for your sampling project.

<table>
<thead>
<tr>
<th>COOLER SIZE</th>
<th>FROZEN ICE PACKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>2-3</td>
</tr>
<tr>
<td>Medium</td>
<td>3-4</td>
</tr>
<tr>
<td>Large</td>
<td>5-6</td>
</tr>
</tbody>
</table>

During May – Aug, use the higher range.

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1. **Ensure the cooler is in good condition and that there are no leaking spouts.**
2. **Wrap each ice pack to prevent samples from freezing. Place the first layer of ice packs in the cooler.**
3. **Verify that all samples are completely sealed/closed.**
4. **Group samples together by sample submission. Complete a separate chain of custody form for each group.**
5. **Place each group with its associated chain of custody form separately in the cooler.**
6. **Place the remaining ice packs over the samples to maintain required temperature. During warmer months, increase ice packs.**
7. **Fill all voids to prevent samples from breaking or shifting during transport. Close the cooler.**
8. **Weigh the cooler to ensure it does not exceed 35lbs. If the weight exceeds 35lbs, distribute the contents between the two coolers.**