

Packaging Instructions

A. STEP 1

1. Prepare a #10 business envelope as follows for each box of specimens:
Annotate BAC: On the front of envelope in large print as illustrated below:

(BAC-BASE/AREA CODE)

4 DIGIT
BASE/AREA CODE

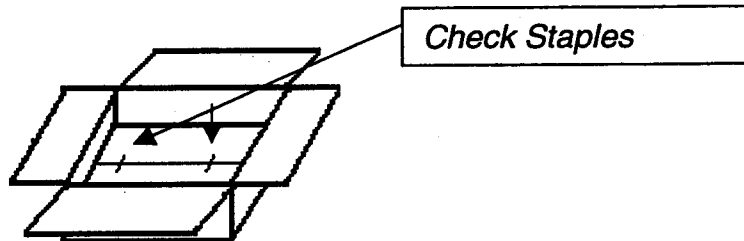
2. Close envelope after enclosing:

- a. Original copy of DD Form 2624
- b. Original(s) of Certificate of Correction (if used)
- c. Original of special test request (If required)

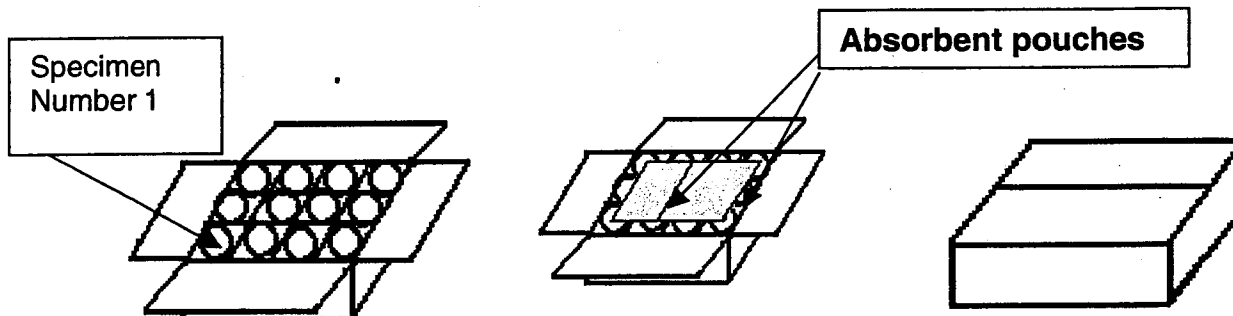
B. STEP 2

1. Prepare an individual box of up to 12 specimen bottles as follows:

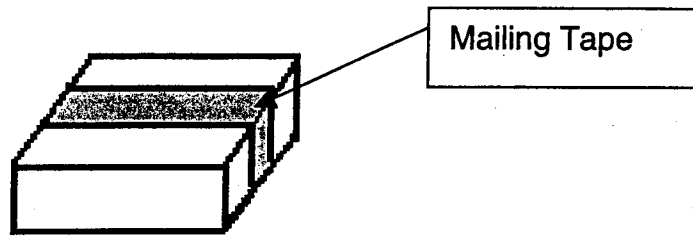
a. Examine the staples inside of the box, under bottle number 5 and number 8; ensure that the staples are flat. If the staples are sticking up, then either flatten them with a hammer or remove them and tape the bottom closed.



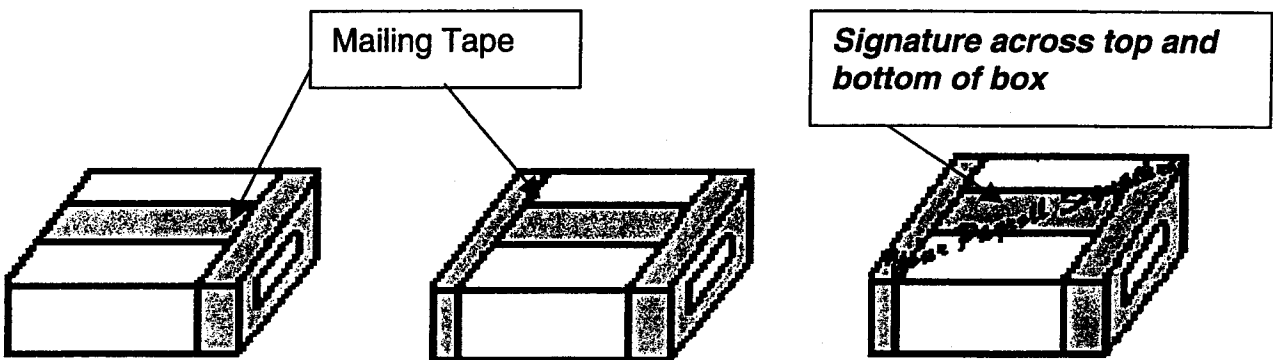
b. Ensure all specimens are in the box, then place at least one absorbent pouch (usually 2) in box. Close box (short extensions first).



c. Seal with adhesive tape (use mailing tape, not scotch tape) around entire length of box covering center of box over crack left by joining lengthwise flaps of box.



d. Seal each end of the box with mailing tape, ensuring that all flaps and seams are covered. After both ends of the box are taped, the UPL or IBTC will sign their payroll signature across the TOP of the box and again across the BOTTOM of the box.

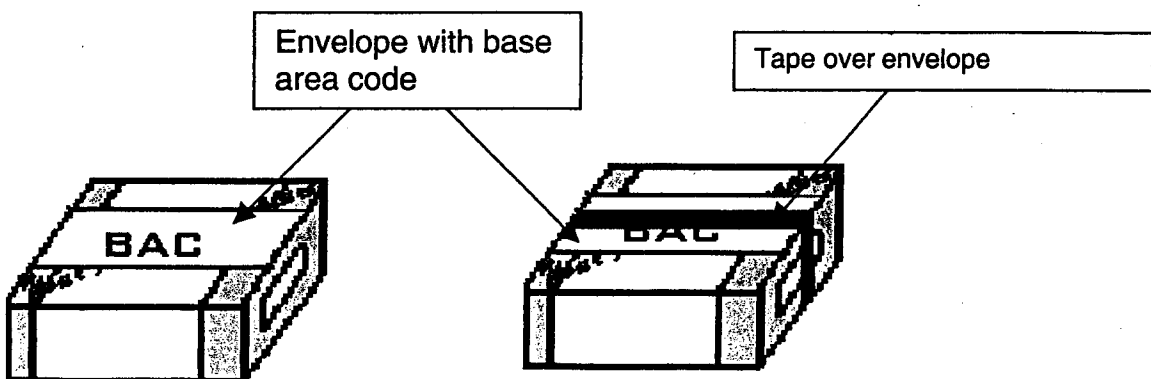


C. STEP 3

1. After the box of 12 specimen bottles are properly packaged and signed by the UPL or IBTC, continue as follows:

a. Place prepared #10 business envelope on top of box (Original documents enclosed).

b. Tape with 1" fiber strap tape or other suitable tape (Not scotch).



D. STEP 4

1. Place box in mail pouch (white plastic leak-proof bag, NSN 6530-01-304-9762) and seal.
2. If more than 2 boxes, then place pouches in a larger shipping box.

E. STEP 5

1. Prepare large shipping box (with individual specimen boxes inside) if required. There are no specific taping instructions for the larger box.
2. Prepare either the large box or individual small boxes for shipment. Additional wrapping instructions will depend upon the courier utilized.

F. STEP 6

1. Affix a label or write unit address in top left corner of box.
2. Address box to: **THE FTDTL FOR YOUR INSTALLATION**