

## Client Sampling and Submission Procedures

### Preparing and Shipping Samples

1. Label the individual containers so there will be no possibility of confusion between samples.
2. Complete Test Request Form on SCS LIMS Application at <https://www.scsi-food.com> before sample shipment:
  - Complete sample information and mark all tests that need to be performed
  - Complete company name, address, and contact information
  - Complete origin of samples, if needed
  - Mark appropriate box for billing information
  - Include additional instructions if needed
  - Provide PO #, if required
3. Pack samples
  - Sample containers shall be tightly closed in individual containers and packed appropriately to prevent spillage, breakage, and any other form of direct contamination to the sample.
  - Label of the destination shall be attached to the container.
4. Ship samples
  - Contact lab personnel prior to shipping.
  - Send samples, using a method that provides tracking information, to arrive Monday through Friday between 9:00 a.m. and 4:00 p.m.
  - Notify lab personnel by email upon shipping and provide tracking information. This is essential to maintain chain of custody.