
Nupower Resources Ltd

Standard Operating Procedure

Packing & Sending Water Samples



Prepared By Ag Infocus Pty Ltd

20th August 2007

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AIM OF PROCEDURE

To pack and send water samples collected to the appropriate laboratories via Australia Post.

EQUIPMENT REQUIRED

- Labelled Water Sample Bottles.
- Laboratory Sheets.
- Bubble Wrap.
- Sticky Tape
- Scissors
- Cotton Wool
- Shredded Paper
- Australia Post Order Book
- Post Pak Mailing/Storage Box – BW (ideal for approximately 20-23 bottles per box)

PACKING

1. Sort the labelled water sample bottles. As there were 2 bottles collected per sample – sort the bottles so that 1 sample is sent to each laboratory.

Handy Hint: Generally if there are smaller bottles, sort these bottles together.

2. Wrap each individual bottle with bubble wrap
 - Roll out the bubble wrap, cut the appropriate length.

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- Wrap the bubble wrap around the bottle and tape around the top and bottom of the bottle.



3. Line the bottom of the Post Pak Box with cotton wool
4. Place the wrapped bottles in the box.



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5. One all the bottles are placed in the box – fill the remaining space with extra cotton wool and shredded paper.
6. Fill the top of the box with more shredded paper



7. Place the Laboratory Sheets in the box.

Handy Hint: As mentioned earlier, if small bottled were used please send these to Angela Giblin.

8. Seek the assistance of Australia Post to send the boxes. Express Post is preferable.

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