



When shipping samples using our prepaid labels, clients **MUST** adhere to the Packaging Guidelines and Procedures listed below. If you are reusing a box, make sure to completely cover or obliterate any previous markings specifically for hazardous or restricted materials. Markings pertaining to these types of items may result in the package being non-deliverable.

Packaging Guidelines and Procedures:

- Use a rigid box with flaps intact that is consistent with the volume and weight of sample(s) being shipped.
- Appropriate weight shipping bags may be used instead of boxes, contact the lab for a supply.
- Remove any labels, hazardous materials indicators, and other previous and now irrelevant shipping markings from the box.
- If shipping liquid material, place those containers in a sealable plastic bag.
- Use adequate cushioning material, if necessary, particularly with heavy or liquid samples.
- Use tape designed for shipping.
- Affix labels for easy viewing with complete delivery and return information.
- Place your samples with a completed submission form inside the box.

CVAS supports recycling and re-using. However, when reusing packaging materials, you must follow proper procedures. Reused boxes and containers that once held liquor, beer, wine, cosmetics, cleaning supplies, aerosols or other hazardous or flammable items **MUST HAVE** any previous markings completely removed or obliterated. If boxes still display markings associated with hazardous, prohibited, or restricted materials, these packages will be treated as if they still contain the items reflected in the markings. These markings will result in the package being destroyed and fines being assessed.

Use of CVAS pre-paid shipping labels is an agreement with CVAS to abide by the Packaging Guidelines and Procedures. Failure to follow these guidelines will result in the shipper being held responsible for any shipping liabilities or fines. It is also an agreement to pay shipping costs as published on the CVAS website.

Shipping supplies can be ordered on our website at www.foragelab.com under “Submitting Samples” – “Order Supplies”.

