**Packaging Chemical Samples for Delivery to Chemistry Reception MSRH or Posting**

**This guidance describes how to package samples. This applies to both solid and liquid samples. Please consult the table to see how each of the substances must be packaged according to the quantity to be sent**

Excepted Quantities

Excepted quantities are specific to each substance. Where permitted, the “excepted quantity” is the threshold amount, below which the following rules apply to transport.

1) Packages

 Inner packaging must be plastic (minimum 2 mm thickness), glass, porcelain, stoneware, earthenware, or metal. The closure of each inner package shall be held securely in place with wire, tape, or other positive means; any receptacle having a neck with moulded screw threads shall have a leak-proof threaded type cap. The sealing method must not be detrimentally affected by the contents.

Each inner packaging must be securely packed in an intermediate packaging with cushioning material in such a way that, under normal conditions of carriage they cannot break, be punctured, or leak their contents. For liquid dangerous goods, the intermediate or outer packaging shall contain sufficient absorbent material to absorb the entire contents of the inner packagings. When placed in the intermediate packaging the absorbent material may be the cushioning material. Any material used must be compatible with the contents of the package. The package must remain leak free regardless of orientation.

The intermediate packaging must be securely packed into a rigid outer packaging preferably a cardboard box, or padded envelope.

Each package must be large enough to fit all of the required markings on.

2) Marking requirements

Each package of samples in excepted quantities require the following markings on the outer container:

Name of recipient, Name of person sending the samples.

3) Delivery Address: Lisa Haigh, Dept of Chemistry, MSRH, 80 Wood Lane, W12 0BZ, UK.