



**MDPTC LAB SERVICES
MINERAL WELLS, TX**

INSTRUCTIONS FOR GATHERING & SHIPPING LIQUID SAMPLES TO LAB

1. At sample port, open valve and flow liquid through port to clean away any settled particles or fluid **before** putting sample container under flow.
2. Don't use sample bottles with lids that have foam liners in case of compatibility issues with the sample fluid; the liners can disintegrate into fluid thus contaminating it and rendering it useless for analysis.
3. Fill one (1) bottle for each sample
 - a. at least 250 mL, up to 500 mL for all *standard* analysis (8-16 oz)
 - b. Haze Scale Rating or Free Water Analysis each require 1 liter of sample
4. Close lid tightly, wrap electrical tape around it to ensure lid does not leak or unscrew (wrap with threads)
5. Label sample
6. Put sample bottle inside a zip-type bag, or wrap individually
7. Label outside of sample wrapping as well
8. Include a copy of a completed Lab Test Request form
9. Include SDS for the base liquid
10. Pack in box with absorbent pads/packing, and additional packing as necessary to ensure bottles don't move around (or break) during shipment.

NOTE: Don't use loose particulate type of absorbent material. It clings to the bottles/lids and can contaminate samples when opened. It's impossible to clean it out of all crevices.

11. Ship samples via FedEx or UPS to:

Parker Hannifin Corporation
MDPTC Lab Services
7511 Hwy 180 E
Mineral Wells, TX 76067

12. If you prefer to use US Postal Service, it's best to check with them first for prohibited items. And if using them, add P.O. Box 640 to the above address.

If you need a copy of the request form or have any questions, contact your Area Sales Manager or send me an email.

Thank you.

Jan Dodson
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