OIL SAMPLE LABELING/SHIPPING PROCEDURE

1. We request that customers provide all information as to hazards related to the sample. If a hazard exists, this information should be clearly marked in the comment area on the label or on a separate sheet of paper.

2. Please drain off any excess water before taking the sample.

3. Fill the plastic sample bottle with as much oil as it will hold. It takes a minimum of 4 ounces (120 milliliters) of oil to perform a complete analysis.

4. Fill out the INFORMATION LABEL completely (example shown below).
   This information is required to ensure a complete and accurate analysis.

5. Attach the INFORMATION LABEL to the plastic sample bottle (picture below).

6. Place the plastic sample bottle, which contains the oil and the completed INFORMATION LABEL, into the cardboard mailer (picture below).
7. Record the sender's address in the ADDRESS LABEL (shown below).

![Address Label Image]

8. Place the completed ADDRESS LABEL around the cardboard mailer (shown below).

![Mailer Image]

9. When shipping we prefer using UPS or FED-EX due to the tracking capabilities.