

## How To Ship Fluid Samples

Packaging and shipping fluid samples is easy! A tight seal and proper labeling are the best ways to ensure your sample arrives at the laboratory intact and on time.

**1**

Close the sample jar as soon as you collect the sample. Hand-tighten only – the new non-back off cap with a wedge seal makes it so you don't have to use a tool or torque the cap to tighten. It is not necessary nor recommended to do so.



**2**

Register sample information online using the HORIZON® desktop or mobile apps.

Write the date and component ID on the removable one-time-use sample identification sticker and place it on the outside of the jar.



**3**

Pack sample jar(s) into an appropriate sized box, envelope mailer or hard plastic mailer. Label the outside of the package with the laboratory address and your return address before applying the appropriate postage.



**Note:** Do NOT include written paperwork when sample information has been submitted online. It will slow down how quickly your sample is processed at the labs.

## Why use a trackable shipping service?

Shipping time is the largest factor in speeding up how quickly a sample report is issued. Using a trackable mail service allows you to see exactly when a package was shipped, where it is in transit, and when it arrives at a laboratory.

This information allows you to discover the fastest method of getting samples to the laboratory.

## Track sample status in HORIZON

Available on your HORIZON Dashboard, the "Track My Sample" feature allows you to enter the barcode for the sample to see its status, whether it is in processing, testing or analysis or view the report if the sample has completed testing. For more information, see the Tracking Sample Status in HORIZON technical bulletin.



**Note:** Do NOT wait until you have a full box to ship the samples. Delays in this step allows damaging wear inside of equipment to continue for days or sometimes weeks.

## Are there restrictions shipping lubricants?

There are no restrictions for shipping most new or used lubricants via ground or air mail to our labs located in Canada, Colombia, Guatemala, Poland, and the United States. Most lubricants tested are considered non-hazardous, non-toxic and non-flammable, so your package should fall under the same shipping considerations as most non-toxic fluids. When shipping internationally, be sure to check the local and governmental rules for shipping lubricants to ensure compliance.

DO NOT send in samples that contain gasoline. Our laboratories CANNOT accept or test them.



For more information, review the resources listed below for helpful tips and more specific carrier requirements.

[USPS Flammable and Combustible Liquids](#)  
[UPS Hazardous Materials Service Definition](#)  
[FedEx Hazardous Materials](#)