1. Complete Product Sample Submission Form (CHEM-007-V1).
2. Using zip-lock bags, double-bag each product individually. Seal inner bag.
3. Include completed Product Sample Submission Form in outer bag. Seal outer bag.
4. If submitting more than one sample in the same box:
	1. Place double-bagged product and completed Product Sample Submission Form into a larger zip-lock bag. Seal bag. Repeat for each additional sample.
	2. Indicate on the bottom of each Product Sample Submission Form if you are submitting more than one product per case (e.g., Page 1 of X for the first product, Page 2 of X for the second product, etc.).
5. Wrap each product in bubble wrap or packing paper.
6. Place into a regular cardboard box.
7. Fill box with bubble wrap or packing paper (if necessary) and seal shut.
8. E-mail Department of Health Bureau of Laboratories (BOL) for information on the UPS Account number to use. Please e-mail all three contacts:

 **jokraska@pa.gov gdelong@pa.gov dfardig@pa.gov**

1. Ship via UPS to the following address:

 **Pennsylvania Department of Health Bureau of Laboratories**

 **Division of Chemistry and Toxicology-Vaping Response**

 **110 Pickering Way**

 **Exton, PA 19341**

1. Send an e-mail notification to all three BOL contacts listed above when the

 samples are shipped and include tracking number, so we can look for the

 package and confirm receipt.