

## Eastman AdapT technical services – sample kit procedure

### Introduction

This sample kit is offered to customers by the Eastman AdapT Technical Service Department to facilitate the analysis of contaminated amine solution samples from a gas treatment unit.

This document contains a set of guidelines on how to prepare, label, package and ship a solvent sample to the Eastman lab for analysis.

Although MDEA is not regulated for transport, it is nonetheless important to adhere to safety standards when packing and shipping samples.

**PLEASE NOTE:** The customer bears sole responsibility for ensuring that any samples shipped to the Eastman AdapT Technical Service Department are appropriately packaged, labeled, and shipped in accordance with applicable laws and regulations. Eastman Chemical Company is not responsible for any loss or damage arising from, or relating to, customer's shipment of chemicals to the AdapT Technical Service Department for analysis.

### Sample kit contents

- Cardboard box
- Empty glass bottle
- Red tape to seal bottle
- Absorbent bag
- Red strips to seal absorbent bag
- Transparent tape to seal cardboard box



- Bottle Label
- Sample Kit Procedure
- Sample Analysis Request Form
- Generic example pro forma invoice. It is advised to include a pro forma invoice with the return shipment in order to help swift process by customs.

## Sampling guidelines

### **Safety first: H<sub>2</sub>S may be present and is highly toxic!**

- The person taking and bottling the sample should wear the appropriate PPE
- Take the sample during steady operation of the gas treatment unit.
- Before taking the sample, flush the sample point to remove any impurities in the line.
- While taking the sample, limit exposure of the product to air and light.



## Packaging and shipment guidelines

### Bottle and labeling:

- Fill the liter-size glass sample bottle to ~ 90%. This is the amount required for analysis. Less may affect the analysis results and more may cause the bottle to break in transit. Glass bottles are preferred to avoid adverse reactions with active ingredients.
- Seal tightly.
- Label must contain: date, location of customer's gas treatment unit, unit detail & product name.

## Packing

- Tighten the cap onto the bottle. Seal with the red tape provided in the kit.



- Place bottle into the bag with the absorbent cloth so that the cloth wraps around the bottle completely.



- Wrap the absorbent cloth over the top of the bottle and close the bag with a twist tie or cable tie.



- Place the bag into the cardboard box.



- Include the SDS of the chemical being shipped to serve as identification, safety and handling information for the person unpacking the shipment (e.g. customs or addressee)
- Fill out the sample analysis check list (optional). Alternatively, discuss the required analyses with your Eastman representative.
- Close the box and seal with the provided tape. Make sure that at least two inches are fixed to the sides of the box.



### Shipment

- To avoid customs delays include a pro forma invoice. An example is provided in the kit.
- Check local laws and regulations for applicable shipping requirements. THE CUSTOMER BEARS SOLE RESPONSIBILITY FOR ENSURING THAT THE SAMPLE IS APPROPRIATELY PACKAGED, LABELED AND SHIPPED IN COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS.
- Indicate the shipper address and telephone number and the recipient address and telephone number on the box.
- Contact Eastman AdapT customer representative to confirm shipment and provide shipment tracking information, e.g., air way bill number.

## Contact

For questions, please contact us at [adapt@eastman.com](mailto:adapt@eastman.com)

© 2015 Eastman Chemical Company. Eastman brands referenced herein are trademarks of Eastman Chemical Company or one of its subsidiaries. The ® used on Eastman brands denotes registered trademark status in the U.S.; marks may also be registered internationally. Other companies' brands referenced herein are trademarks of their respective owners.