



Dr Helen Rees  
Email: [eDNA@adas.co.uk](mailto:eDNA@adas.co.uk)  
[www.adas.uk](http://www.adas.uk)

## RETURNING YOUR KITS

### INSTRUCTIONS FOR PACKAGING UP YOUR PARCEL FOR TRANSPORTATION

Samples should be returned at ambient temperature in the **ORIGINAL PACKAGING**. To comply with ADR transport regulations the 6 x 50 mL tubes must be placed back into their small cardboard box (complete with the supplied absorbent material at the bottom) and then the box/es placed back into the plastic bag they arrived in and sealed shut. The sample boxes should then be placed back into the packing box in which they arrived as this is already correctly labelled with a limited quantity shipping label. To prevent movement of the sample boxes pack out the box as required then seal the top and all edges of the box.

**If storage of samples is necessary prior to their return please store refrigerated (2-4°C). Samples can be stored in this way for up to 1 month prior to analysis.**

### RETURNING MULTIPLE BATCHES

If you are sending samples back in multiple batches i.e. you have booked additional couriership please ensure that sample boxes are treated as above, and that the packing box you send the samples back in has a 'limited quantity for road' label stuck on one side of the box and 'UN1170' written on another. The label is required to be at least 100 mm on each side of the diamond, a copy is on the reverse of this document.

### BOOKING YOUR DHL COLLECTION

Samples must be packed in accordance with the instructions above. You need to contact the ADAS office via email at [eDNAcouriership@adas.co.uk](mailto:eDNAcouriership@adas.co.uk) so we can arrange your collection.

**We require the address of where the parcel will be, the number of parcels/number of kits, your contact details and the preferred date for collection.** Wherever possible we will try to book the requested date between 9am-5pm. Once we have booked your return we will email you the DHL collection documents, these will need to be printed off and attached to your parcel before your driver arrives. Please use original packaging wherever possible, if alternative packaging is used you **MUST** attach an **LQ label** (◊), which we send along with your DHL collection documents just in case) and write **UN1170** onto the box or DHL will not transport your parcel. Should you have any problems please call the office on 01159 516747.



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