



# How To Submit Oil Samples

## QUICK OVERVIEW

- White plastic outer mailer container has been replaced by a soft polypack mailer.
- From one (1) to six (6) samples may be returned in each polypack.
- Instructions are included on the reverse of this document.
- The sample carton size has been reduced considerably reducing shipping costs, and inventory space requirements.



## CHANGES TO OUR STANDARD SAMPLING KITS

**WearCheck is introducing our new soft mailer (or polypack).** As part of our continuous improvements we looked at how we could lessen the carbon footprint of our processes. The outer mailer (the white container with red cap) was originally meant to be used as a postal preferred mailer. Unfortunately the post office has made it very expensive to ship these using regular post, which means most customers use courier instead.

**We have replaced our white outer mailer containers with polypacks** that are included in your shipment. You may either use one polypack per sample or you can return up to six (6) filled sample bottles in each polypack. There are detailed instructions on the polypack indicating how to complete your samples and ship them back to the WearCheck laboratory. We are excited to make the switch to the polypacks, which provides a significant reduction in plastic waste being generated by our company, and as a result is better for the environment.

**For your convenience the instructions found on the new polypack are also shown on the reverse of this document.** Please feel free to reach out if you have any questions, or if you'd like to set up a quick web training session on how to complete your samples and return them to the WearCheck laboratory.

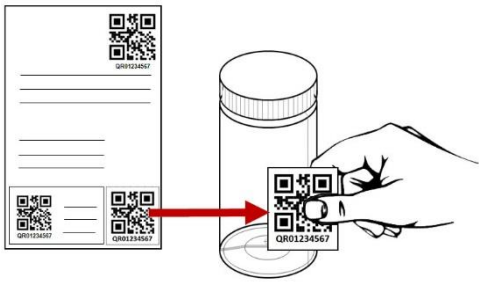


## Contact Info

For assistance in USA..... Phone 1-800-237-1369  
For assistance in Canada..... Phone 1-800-268-2131

You can also e-mail us at [info.sales@wearcheck.com](mailto:info.sales@wearcheck.com)

# SAMPLING INSTRUCTIONS



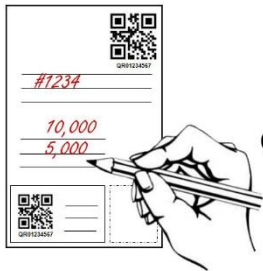
1 Remove the sample QR label and stick to the sample bottle.



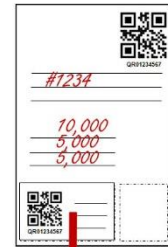
2 Take the oil sample.



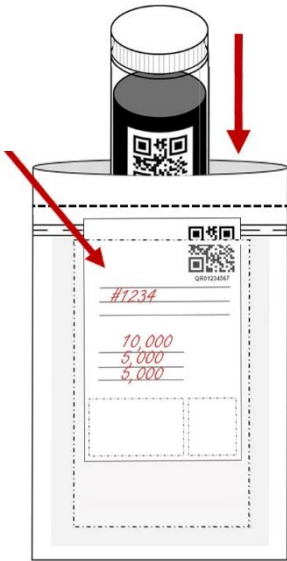
3 Ensure that you tighten the sample bottle cap so that no oil leaks. Wipe any excess oil off the sample bottle



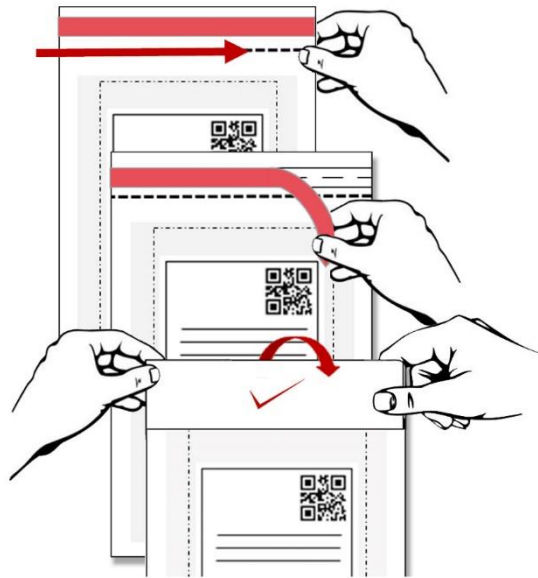
4 Complete the Sample Information Form (SIF), or alternatively you can complete the sample information using the Oil Analysis phone app, or on-line (WebCheck account required).



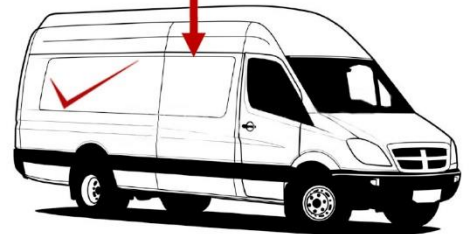
5 Keep the tracking label and attach to your work order or Asset Tag booklet



6 Place the sample bottle into the sealable pouch. If using the sample form, place the completed SIF into the outer clear pouch.



7 Seal the zip-top on the inner pouch, remove plastic from adhesive strip, fold top over (at dotted line) and seal.



8 Attach a courier label or sufficient postage to the pouch and return to the laboratory.



**NOTE: The soft polypack mailer holds one (1) to six (6) sample bottles and sample forms.**



THE LEADER IN OIL ANALYSIS