

## How to Prepare for the Recalibration of Your Data Logging Device

- ① Prepare your device for shipment (all components must be calibrated together – device, probe, and buffer)
  - *Returning the components in their original packaging is best*
  - *If the original packaging is not available - protect the device by wrapping it in bubble wrap or other protective wrap to ensure safe shipping. It is particularly important to ensure the probe cannot be bent. A FedEx – SMALL BOX box or something of similar construct is best as the outer packaging. If using your own packaging, please provide your sales representative with the box measurements in advance so that we can obtain a proper freight quote.*
  - *Your shipping label will include insurance, but, if the package is not properly protected, the claim may be denied.*
  - *Place the label on the box and drop it at your nearest FedEx drop box or shipping store.*
  - *If you prefer to ship via your own freight account for the return to us, please include that in your request for quote so we can reduce the shipping fees for the return to K2's calibration lab. Your unit will be returned to you via our FedEx account number and a tracking number will be provided.*
  
- ② If you do not have a backup data logger, be sure your team is recording any required data manually and have someone on call in the event of a storm or local power outage to ensure the safety of your payload. Consider having an extra data logging device that can rotate in when your devices are completing the certification process.
  
- ③ Watch for your return tracking information. A signature is required at the time of receipt.
  
- ④ Inspect your unit upon return and document any damage or issues. Your data logger has been insured against freight damage. However, any damage or issues must be reported within 24 hours of receipt.