

New Folder Name Outgassing Coupons

LIGO PROJECT
CALIFORNIA INSTITUTE OF TECHNOLOGY
PASADENA, CALIFORNIA 91125

FACSIMILE COVER SHEET

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TO **Marty Tellalian**
CBITSC

DATE **December 14, 1993**

FAX NUMBER **(815) 439-6010**

OFFICE NUMBER

NUMBER OF PAGES (including this cover sheet): 2

FROM **Larry K. Jones**
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I'm sending a partial roll (approximately 65' x 4') of "Ameristat" film to Rick Prior today, for receipt on 12/16. Attached are suggested guidelines for wrapping and shipping. I've also enclosed the same sheet in the film package.

L. Jones
12-13-93

WRAPPING AND SHIPPING OUTGASSING COUPONS

Wrapping:

Wrapping Film: barrier material, antistatic ("Ameristat")
Form: three mil thickness, 48" wide, length up to 1000'

1. Place a piece of Ameristat film of appropriate size on bench (with the inside surface of the roll turned upward), to provide a clean work surface.
2. handle coupons and film with clean cotton or clean poly gloves to prevent adding contamination to the coupons which may effect outgassing. The inside surface of the film roll should be used toward the inside of the package to be wrapped. Try to limit film handling to the outside edges only, and wrap so that these edges do not contact the coupons directly.
3. if possible, size each package (total weight) so that it can be handled by one person; use FedEx or UPS guidelines or smaller.
4. Do not mark coupons directly.
5. Wrap coupons with at least two layers of film.
6. Use cable ties to securely tie film wrapping in place.
7. Label package with date wrapped and contents (such as "12/20/93, 12 welded coupons")
8. Box wrapped package in a corrugated box, using filler as necessary.
9. Assure that film roll is protected from contamination when not being used.

Shipping: ship to:

California Institute of Technology
Attn: Larry Jones, 102-33
Pasadena, CA 91125

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