

# Instructions for the use of the Ignitable Liquid Transport Container (ILTC)

## RCMP National Forensic Laboratory Services – Trace Evidence

Note: The supplied transport container meets or exceeds the packaging requirements for the shipment of Class 3 (Flammable and Combustible Liquids) and Class 8 (Corrosives) dangerous goods as set out by Transport Canada in: TP14850 (2010) Small Containers for Transport of Dangerous Goods, Classes 3, 4, 5, 6.1, 8, and 9, a Transport Canada Standard.

### **The Ignitable Liquid Transport Container (ILTC):**

1. Is designed to allow limited quantities of ignitable liquid to be shipped safely by:
  - minimizing the quantity of potentially ignitable liquids being sent to the laboratory;
  - protecting handlers from exposure; and,
  - preventing loss of sample and preserving continuity.
2. Consists of:
  - an outer box which meets Transportation of Dangerous Goods (TDG) packaging requirements;
  - an inner protective metal can and lid, absorbent, zip-lock bags, and glass sample vials;
  - disposable pipettes for sampling;
  - instructions for sampling, packaging, and submission of exhibits.

### **OBTAINING an Ignitable Liquid Transport Container (ILTC)**

1. Obtain authorization to submit exhibits for a case by forwarding a completed National Forensic Laboratory Services Form C-414, *Request for Forensic Laboratory Analysis*, to the Forensic Assessment Centre (FAC) via E-mail (preferred) or Fax:

E-mail: [FAC-CEJ@rcmp-grc.gc.ca](mailto:FAC-CEJ@rcmp-grc.gc.ca)

Fax: 1-877-243-5047

Phone: 1-866-677-5227

2. A FAC Representative will contact you to authorize the service request. If approved, information about receipt of an ILTC will be provided.

## **USING the Ignitable Liquid Transport Container (ILTC)**

### **Opening the ILTC**

1. The ILTC will arrive wrapped in an outer layer of paper. Discard this paper. The ILTC must be returned without outer wrapping so that the TDG markings on the box are visible.
2. Cut the tape holding the lid of the box along the edges of the two flaps. **DO NOT PEEL THE TAPE** as it may damage the box. **If the box is damaged, it cannot be used for TDG shipments.**

### **Preparing the Sample**

1. Place the following identification markings (permanent marker or label) on the outside of each glass vial:

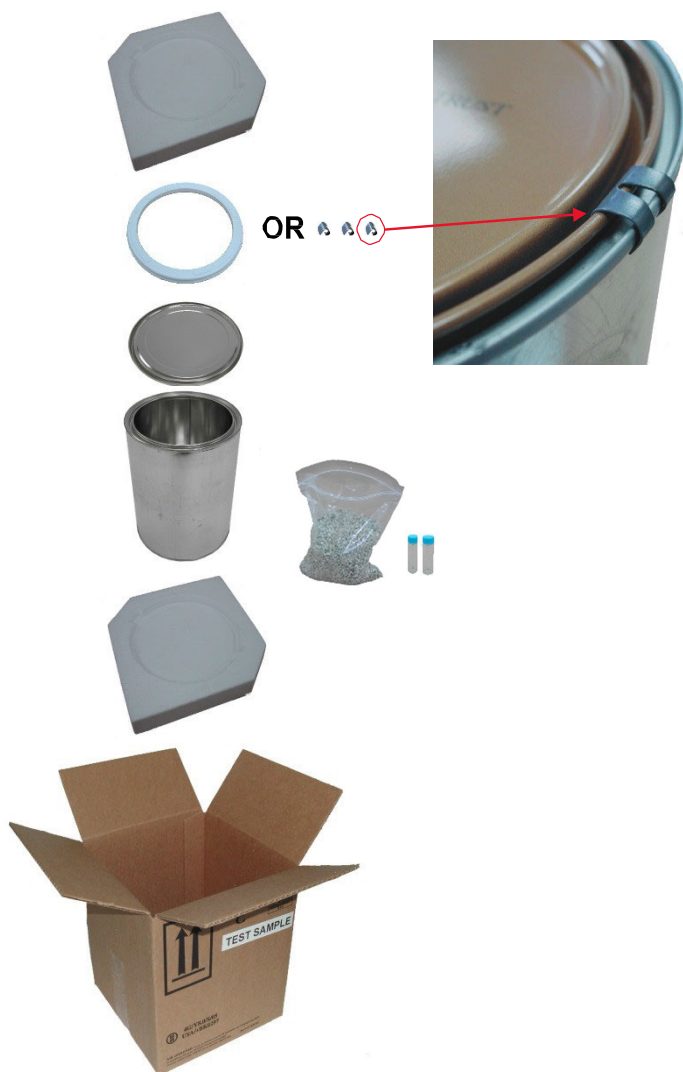
- A. Your file number;
- B. Your exhibit number as listed on Form C-414 (one exhibit number per vial).

Cover your identification markings with clear tape to prevent removal by rubbing or dissolving.

2. Using a new clean disposable plastic pipette for each sample (included in the shipping box), fill the enclosed sample vial (at least half full). Securely place the screw cap on the vial and discard the pipette.
3. Mark the outside of the enclosed plastic zip-lock bag with your exhibit number and file number.
4. Place the vial inside the zip-lock bag (one vial per bag); press out as much air as possible and seal it;
5. Repeat for each additional sample of liquid.

## Assembly of the ILTC

1. Remove the metal can containing the bag of vermiculite from the box.
2. Place each vial (sealed in its own zip-lock bag) - into the bag of vermiculite that is inside the metal can. Surround the sample bag(s) with the vermiculite and seal the bag of vermiculite securely. Note: Up to 4 vials, each sealed in its own bag, may be placed into the bag of vermiculite.
3. Place the metal lid on the can and close the can by hammering the lid down. Secure the lid by either hammering the locking ring over the lid, or using the locking clips provided (see figure). Place a continuity seal on the can by placing a piece of tape across the top of the can lid and down the sides. Initial the tape. Using a permanent marker or label, mark the outside of the can with:
  - A. Your file number;
  - B. Your exhibit number(s) as listed on Form C-414.
4. Place the sealed can into the foam insert that is in the bottom of the box, then cover the can with the other foam insert. Fold down the box flaps and seal the flaps with tape. Do not cover any of the markings on the sides of the box. Do not over-wrap the box with paper.



## Submission of the ILTC

1. Enclose a copy of the approved *Request for Forensic Laboratory Analysis* (Form C-414) marked with the words “Test Samples” inside a shipping envelope and tape the envelope to the top of the box.
2. Ship the completed ILTC by ground using a courier. **Do not send the box by regular mail or by air courier.**