

Project no. 044339



CONSTGLASS

Conservation materials for stained glass windows – assessment of treatments, studies on reversibility and performance of innovative restoration strategies and products

Specific Targeted Research Project

FP 6 Thematic Priority 8.1: Policy-oriented research

Glass sample packaging manual



Glass Sample Packaging Manual

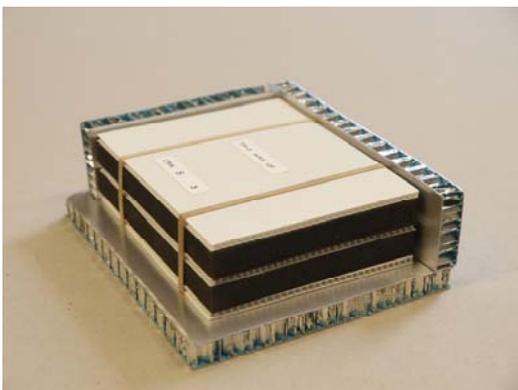
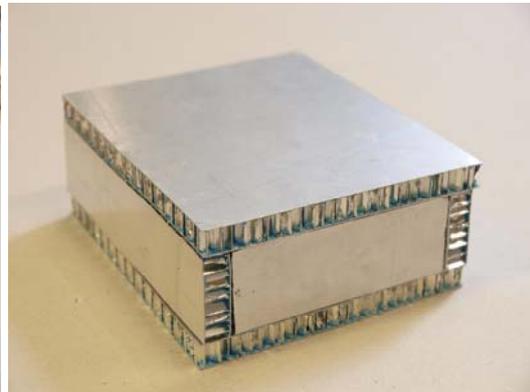
This packing system allows the safe transport of fragile samples. It was developed to transport samples that are the subject of scientific investigation and must therefore not be altered chemically or mechanically through contact or contamination. The packaging materials are of archival and conservation quality; they do not off-gas and are not hygroscopic.

They are all available for order over the internet.

A vital part of the packaging is to include instructions on how to re-package the sample – otherwise it will be returned in a less safe packaging.

1. Select an archival quality cardboard box. Cut the aluminium Cellite sheet* to line the box for the packaging making the top and the bottom sheets overlap the side ones. The height of the side pieces must equal the thickness of 3 x corrugated plastic board and 2 x Plastazote® foam.

*aluminium sheet can be cut on either a band saw or with a hand held metal hacksaw, cut edges need to be filed after, as they are very sharp.



2. Cut corrugated plastic board x 3 and Plastazote® foam x 2 all to the same size to fit into the empty space inside the lined box.

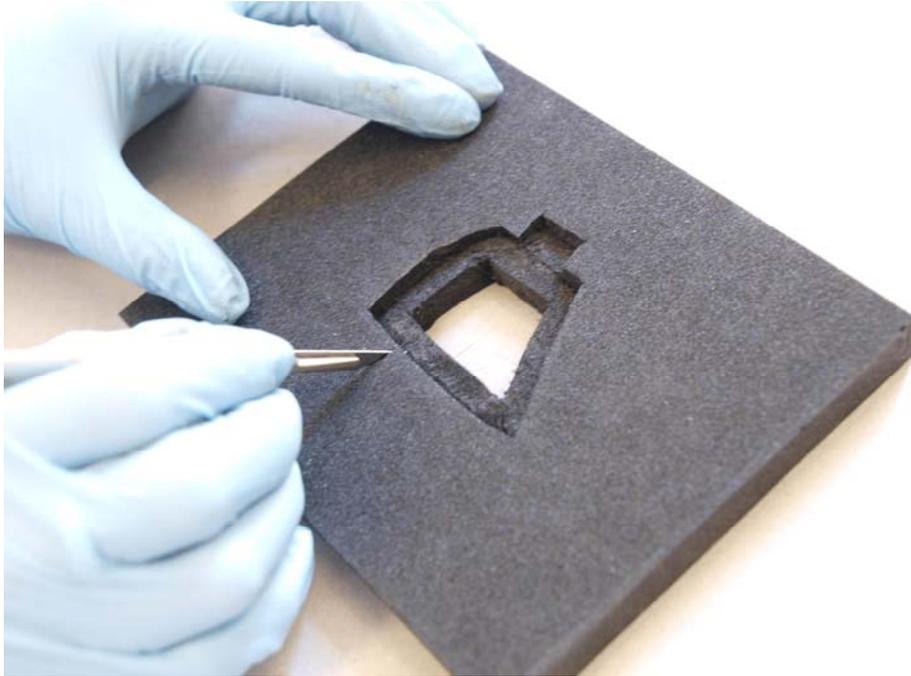


3. Take your original glass sample and if possible cut a precise replica shape from another piece of glass (this is to avoid handling the original and affecting the surface).
4. Place your replica on top of foam board. Draw around the glass with a white pencil.

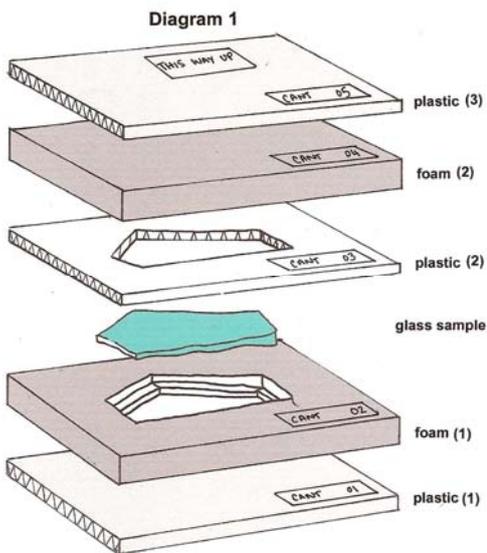


5. With a scalpel and blade cut around the inside of the shape about 5mm inside of the line, make a cut all the way through the foam and remove.
6. Now cut along the white line but only half way down the depth of the foam (keeping the cut vertical).
7. Cut along the side horizontally to create a 'shelf' depending on the thickness of your original glass sample (this can vary with the warping of

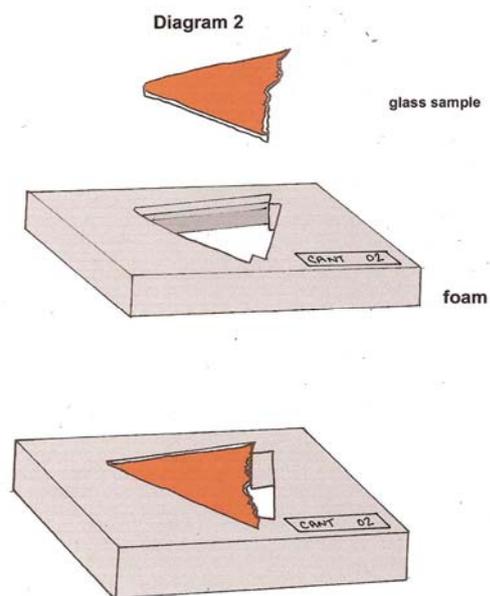
the glass so the foam can be cut to accommodate each individual piece. Make sure the sample is held not too tightly or too loosely.



For investigation of the edge of the glass: where the glass fracture edge will sit cut the foam around this area about 3mm away from the fractured edge all the way through so that the fracture is not in contact with the foam (leaving 2/3mm of foam on the outer edges to support and keep the glass in its place)



Packaging layers.



Variation for edge investigation

8. Place replica on top of the corrugated plastic and draw around the glass. Cut 1 to 2mm inside of the line to hold sample in place securely.
9. Place the glass sample on the Plastazote® foam shelf, then place the corrugated plastic board with the sample shape removed on top, followed by Plastazote® foam.

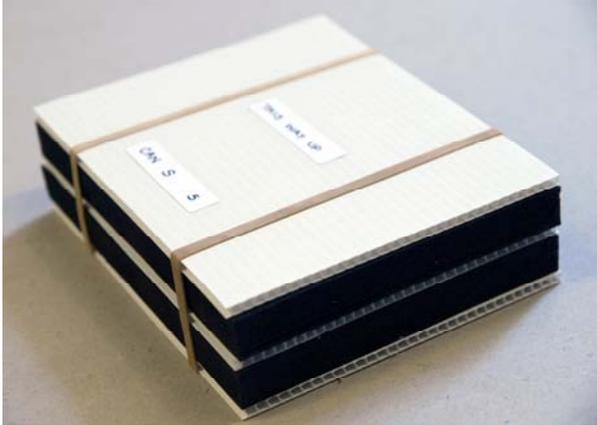


10. Label each layer 1-5 on one corner bottom to top so that it can be put back in the correct order.
11. Pin the black Plastazote® foam layers together with stainless steel sewing pins, to prevent the packaging from falling apart when it is opened. This is very important!

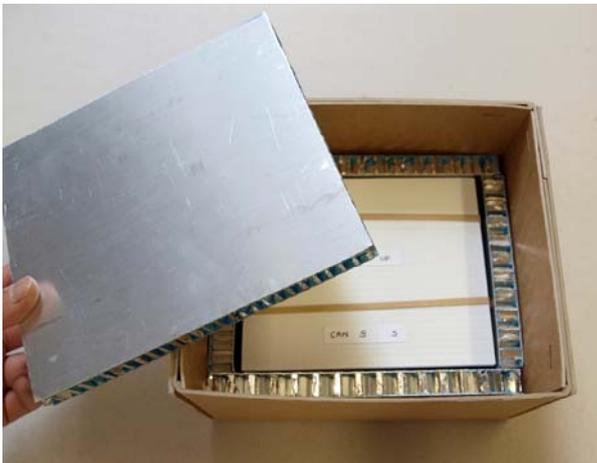


12. 'Sandwich' the package between the plastic sheet boards at the top and bottom.

13. Attach the 'This side up' sticker on the top of the package. Attach a photograph of the sample to identify it. Keep packaging in place with two thick rubber bands.



14. Place the sandwich into the lined outer box.



15. Add additional sheets of aluminium sheets to the box to fill it tightly.



16. Add these instructions on how to package the sample for storage and for return. **Make clear that the packaging has to remain with the sample and must be re-used.**

Packaging materials list

Corrugated plastic sheets

Rigid, heat resistant, chemically stable copolymer of polypropylene and polyethylene.

1000 x 770 x 4mm white

Sourced from:

Preservation Equipment Ltd

Vinces Road

Diss,

Norfolk,

England

IP22 4HQ

www.preservationequipment.com

Foil backed labels

Sourced from:

Preservation Equipment Ltd

For details see above

Plastazote® Foam

Closed cell cross-linked polyethylene foam.

Sourced from:

Kewell Converters Ltd

60 Holmethorpe Avenue,

Holmethorpe Industrial Estate,

Redhill,

Surrey

England

RH1 2NL

www.kewell-convertors.co.uk

Aluminium Cellite Honeycombe Sandwich Sheet

2500 x 1250mm stock sheet: 6mm thickness £201, or 12mm thickness £168

Sourced from:

Technical Resin Bonders

12 Clifton Road,

Huntingdon,

Cambridgeshire,

England,

PE 29 7EN

www.technicalresinbonders.co.uk

Product code- CELLITE 220