



PACKAGING & SHIPPING INSTRUCTIONS FROZEN SPECIMENS

Do's & Don't's

1. Do not use glass tubes or vials when shipping with dry ice.
2. Make sure that all specimens are placed inside a sealed biohazard bag.
3. Do not use styrofoam as an outer packaging unless it has been approved by FedEx Packaging Services.
4. Use a good quality corrugated cardboard or wooden box.
5. Do not place dry ice within sealed plastic bags.
6. Do not use gel packs or "blue ice" without dry ice when sending frozen samples.

Packaging Samples :

1. Ensure that all samples have been labeled properly prior packaging.
2. Verify that the name on the requisition matches the name on the tubes.
3. Place **FROZEN** samples inside the biohazard bags and insert the request form on the outer sleeve of the biohazard bag.
4. Place a layer or dry ice at the bottom of the insulated container.
5. Place biohazard bag containing the specimen on top of the first layer of dry ice.
6. Place another layer or dry ice on top of the specimen. Make sure to place the sufficient amount of dry ice needed to keep the specimen frozen for the duration of the shipment.

Note: It is important to fill the empty spaces with bubble wrap, paper wrap or air cushion. The additional void fill will help to keep the cold confined in one

7. Secure the insulated container by placing the lid on top.
8. Seal the outer box with packaging tape.
9. Affix enclosed air bill and other required markings:
 - * **Dry Ice UN1845 (add required info below)**
 - Name & Address of Both Shipper & Recipient
 - Net Quantity of dry ice in package
 - * **Keep Frozen**
 - * **Category B UN3373**



Completing FedEx Airbill:

1. Complete Section 1 - Senders Information with the date the shipment is being sent.
2. Section 5 - Check FedEx Pak if using the enclosed Clinical Pak
3. Complete Section 6: If shipping samples for Saturday delivery make sure that you mark the appropriate box otherwise samples will be delivered the next business day.
4. Section 6: Does this shipment contain dangerous goods? Mark [Yes] Shipper's Declaration **NOT** required and mark Dry Ice. Indicate on the first blank the number of package and on the second blank the quantity of dry ice in kgs (example: 1 x 2.3 kg)
5. Section 7: Mark bill to Recipient and enter RDL's FedEx account #: 118103629, to ensure proper billing.
6. Please indicate the Total # of Packages & Total Weight (approx 1 lb).
7. For any questions, contact our Client Services Dept at (800) 338-1998.

Shipping thru FedEx:

Schedule a pick up with your local FedEx by calling (800) 463-3339. If you already have a scheduled routine pick-up with FedEx, just place your package with the regular outgoing packages.

NOTE: FedEx may requires a 2-hour window for picked-up and different areas may have different cut-off times. To ensure that your package will be pick-up and delivered on time, make arrangements as soon as your package is ready to ship.