**Shipping Instructions**

Samples can be shipped using the United States Postal Service (USPS), FedEx, or United Parcel Service (UPS). Please see the specific instructions below for how to ship samples using these services.

**What to Ship**

**Samples**

a. Bundle tubes together in groups of 2-10 tubes with a rubber band.

b. Place inside a leak proof zip lock bag or baggie.

c. Wrap the bundle with newspaper or paper towels (enough to absorb all fluid if all tubes break).

d. Pack the bags with bubble wrap or absorbent newspaper inside a cardboard box.

i.  DO NOT SHIP SAMPLES IN PLAIN or PADDED ENVELOPES!!!

**Sample Submission Form**

a. Enclose a completed sample submission form with the samples. Please use the proper form for the test you are submitting samples.

**Payment**

a. Please include a check or money order with your samples.

**How to Ship**

**USPS**

Instructions

a. Print and place a Biohazard symbol ***inside*** of the box. The symbol can be found by [clicking here](http://www.biotracking.com/sites/default/files/Biohazard_for_download.jpg).

i.  Or write Biohazard on the plastic bag or on a note size piece of paper with a sharpie.

b. DO NOT PUT BIOHAZARD ON THE OUTSIDE OF THE BOX!!

c. Write “Exempt Animal Specimen” on the outside of the box.

d. If you have questions, please consult with your local post office and/or check the information at the following website: <http://pe.usps.com/text/DMM300/601.HTM>

**FedEx**

Instructions

a. Write “Exempt Animal Specimen” on the outside of the box.

b. If you have questions, please consult with your local FedEx store and/or check the information at the following website: <http://www.fedex.com/us/packaging/guides/Clinical_fxcom.pdf>

**UPS**

Instructions  
a. Write “Exempt Animal Specimen” on the outside of the box  
b. If you have questions, please consult with your local UPS store and/or check the information at the following website:[http://www.ups.com/content/us/en/resources/ship/hazardous/biological\_sub...](http://www.ups.com/content/us/en/resources/ship/hazardous/biological_substances.html)