

Please adhere to Dangerous Goods Regulations for shipment of biological and/or chemical samples. Apply appropriate signage regarding package contents (biological substances, UN3373 sticker; dry ice label; etc.) to outside of package as required. For more information, contact the Biomarkers Core Lab, Emory University EHSO, or your institution's EHSO or shipping office. Complete a Materials Transfer Agreement when necessary. <http://www.fedex.com/downloads/shared/packagingtips/pointers.pdf>

Please do not send samples to the Biomarkers Core Lab until instructed to do so (upon approval of Assay Request Form and Sample List and mutual agreement to Terms & Conditions and Estimate/Quote).

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### **Emory Primate Center Clients:**

Contact SharVon Warren, 7-9053, to coordinate EPC Field Station pick-up. EPC Main station researchers should coordinate a delivery time with the Biomarkers Core Lab, M-F 9am-5pm.

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### **Emory University Clients:**

Samples should be packed in a sample box, in a biohazard bag, in an insulated container on dry ice or cold packs and delivered to the EPC. Upon arrival at the EPC, go directly to the main lobby and sign in. Alternatively, samples may be shipped as specified in External Client Instructions, below.

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### **External (non-Emory) Clients:**

1. Ship samples using a Next-Day AM shipping service, unless sample stability at ambient temperature was previously discussed and agreed upon.
2. Only ship samples Monday-Wednesday to ensure that samples are received by Friday. Shipments are not delivered to the EPC on Saturday or Sunday. Samples not received by Friday will be compromised.
3. When appropriate, pack your sample tubes/containers inside a sample box. Do not send loose tubes!
4. Place the sample box in an appropriately sized biohazard bag and close. Fisher Scientific P/N 01-800-05, or a similar bag with a biohazard symbol clearly visible on the outside of the bag, is acceptable.
5. Place the sealed, labeled bag on dry ice in an insulated shipping container. Fisher Scientific P/N 22-130-028 contains all materials needed to comply with biological materials shipping regulations.
6. Add more dry ice to the insulated shipper, on top of the sample bag. 5lbs (2kg of dry ice is recommended for safe overnight transit of frozen samples).
7. Include a shipping manifest, which may include but is not limited to a copy of the Assay Request Form and Sample List, in the package outside of the insulated container.
8. Close and seal the shipping box with tape.
9. Affix shipping label and any required signage (UN3373, Dry Ice Hazard label) to the package.
10. Contact the Biomarkers Core Lab and provide the tracking number and estimated date of arrival of your package/samples.

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### **Shipper Information** [Use to Generate Internal Shipping Labels]

Primary Contact Name	Primary Contact Email	Phone Number
University/Institution	Department	PI Name
Shipping Address 1	Shipping Address 2	City, State, Zip

**Emory Primate Center  
Biomarkers Core Lab**

**Sample Shipping Information**

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Ship From:

Sample Submission Shipping Label

C/O

Contact Phone Number

Deliver To:

Biomarkers Core Lab  
Emory National Primate Center  
Emory University  
954 Gatewood Road NE  
Main Building, Room 2111  
Atlanta, GA 30329  
Phone: 404-727-9356

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Ship From:

Sample Return Shipping Label

Biomarkers Core Lab  
Emory National Primate Center  
Emory University  
954 Gatewood Road NE  
Main Building, Room 2111  
Atlanta, GA 30329  
Phone: 404-727-9356

Ship To:

C/O

Contact Phone Number