

GLOBAL GENOME INITIATIVE

FEDEX DOMESTIC SHIPPING PROTOCOL

Last updated: September 6, 2017

Pre-shipment steps:

1. Discuss items to be shipped with Principal Investigator (PI) or collector.
2. Gather information on types of items to be shipped (i.e. Dry-shipper LN tank, tubes, labels, preservation solutions, samples, etc.).
3. Consider time restraints for ordering supplies needed from Biorepository:
 - 1 month advance notice for Dry-shipper tanks.
 - 1 month advance notice for preservation solutions (DMSO/EDTA, alcohol, etc.).
 - 2 weeks advance notice for cryotubes.
4. Determine if any items to be shipped are considered hazardous or restricted goods.
 - Visit FedEx website or contact FedEx directly at 1-800-463-3339 (or 1-800-GOFEDEX) for shipment information/restrictions.
5. Gather documents required for each domestic shipment:
 - FedEx US Airbill. Unlike international shipments, commercial invoices are not required for domestic shipments.
 - Any APHIS or other permits required for the return shipment of specimens. Consult with FedEx or your department for permits needed.
6. Gather payment information from PI.
 - Is PI or GGI paying shipping costs?
 - If PI is responsible: Use FedEx Account number of sender's department.
 - If GGI is responsible: Use the ADS FedEx account number and list the PIs name on the Internal Billing Reference line of the US Airbill. Save all Airbill receipts. Provide copies of all Airbills to Alysha Chadderdon and Dawn Mason for record keeping purposes.
7. Gather recipient's contact information and full destination address.
8. Pick your method for producing FedEx shipping labels.
 - FedEx online account (preferred). Requires an established FedEx online account to use this method. Dawn Mason is the ADS FedEx account manager.
 - Physical, handwritten label (see steps below).

Shipment Steps:

1. Package items securely. Make sure any products that may leak are properly sealed and double/triple bagged to prevent leaks.
2. Determine total weight of package (weight needed for section 7 of US Airbill).
3. Fill out Sections 1-7 on FedEx US Airbill (Figure 1).

FedEx Express Package US Airbill Form 0200
 FedEx Tracking Number: 8108 8223 1124
 Not restricted as per special provision A152
 Sender's Copy
 Packages up to 150 lbs. For packages over 150 lbs., use the FedEx Express Freight US Airbill.

1 From Please print and press hard.
 Date: 7/17/2017
 Sender's FedEx Account Number: [redacted]
 Sender's Name: Ashton Smith
 Phone: 301, 238-1885
 Company: Smithsonian Institution
 Address: 4210 Silver Hill Rd.
 City: Suitland State: MD ZIP: 20746

2 Your Internal Billing Reference
 First 28 characters will appear on invoice. GGI-MOBOT

3 To
 Recipient's Name: [redacted]
 Phone: [redacted]
 Company: Missouri Botanical Garden
 Address: 4500 Shaw Blvd.
 City: St. Louis State: MO ZIP: 63110

4 Express Package Service * To most locations.
 Next Business Day
 FedEx First Overnight
 FedEx Priority Overnight
 FedEx Standard Overnight
 Next Business Day
 2 or 3 Business Days
 FedEx 2Day A.M.
 FedEx 2Day
 FedEx Express Saver

5 Packaging * Declared value limit \$500.
 FedEx Envelope*
 FedEx Pak*
 FedEx Box
 FedEx Tube
 Other

6 Special Handling and Delivery Signature Options Fees may apply. See the FedEx Service Guide.
 Saturday Delivery
 No Signature Required
 Direct Signature
 Indirect Signature
 Does this shipment contain dangerous goods?
 No
 Yes
 Dry Ice
 Cargo Aircraft Only

7 Payment Bill to:
 Sender
 Recipient
 Third Party
 Credit Card
 Cash/Check
 Total Packages: 1
 Total Weight: 29 lbs.
 Total Declared Value: 1,500
 644

Leave the packing to the pros at FedEx Office.
 Go to fedex.com/office

Figure 1.

STEP 3 TIPS:

- Print clearly and PRESS HARD to make sure all carbon copies are legible.
- Section 1: FedEx account number used for shipment is provided next to **Sender's FedEx Account Number** box.
- Section 2: If the ADS FedEx account number was used in Section 1 please write "GGI-[PI's last name and/or project name]" for the **Your Internal Billing Reference** line. This allows Dawn Mason to track the shipment.
- Section 3: Remember to provide recipient's phone number in case of any issues while in transit.
- Section 7: Provide total weight in this section, and check the box marked **Sender** if sender's account number used. Refers back to the FedEx account number provided in section 1.

4. Attach US Airbill to package. Remove top copy of US Airbill before attaching to package. This copy is for sender's records. Place Airbill inside a FedEx shipping label pouch and attach pouch to the outside of the package/container (Figure 2).



Remove top copy of US Airbill.



Place US Airbill in pouch. Attach to package.

Figure 2.

- Drop off package at the MSC or NMNH shipping office to be picked up. FedEx usually picks up once per day between 2-4pm.
- Track package using the FedEx Tracking Number provided on the top copy of the shipping label (circled in Figure 3).

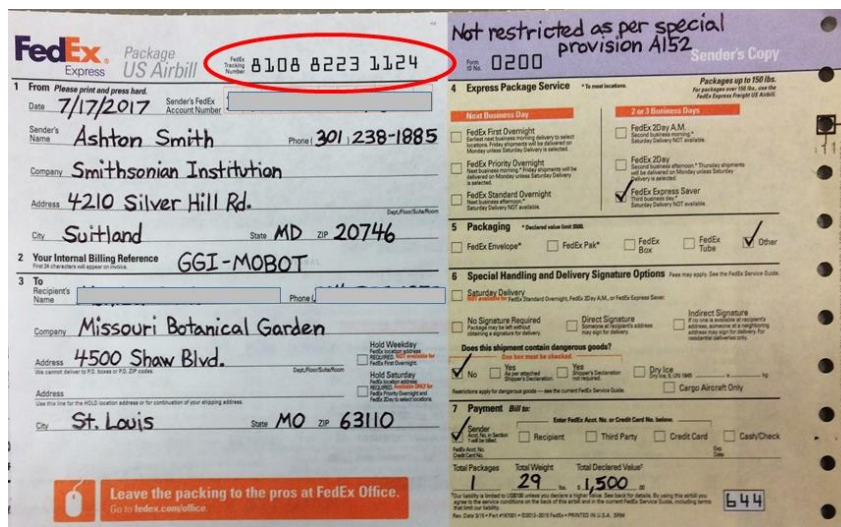


Figure 3.

Returning Packages to the MSC:

REPEAT STEPS 1-6 for returning package/samples back to the Museum Support Center.