

GLOBAL GENOME INITIATIVE

FEDEX INTERNATIONAL 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 kinds 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.
 - Does destination country have import/export restrictions?
 - 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 international shipment:
 - 3 commercial invoices (required for all international shipments).
 - FedEx International Air Waybill.
 - Any APHIS, 3-177 export permits for the return shipment of specimens. Consult with FedEx or department for permits needed.
6. Gather payment information from PI.
 - Is PI or GGI paying for 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 PI's name on the Internal Billing Reference line of the International Air Waybill. Save all waybill receipts. Provide copies of all Waybills 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. Pack items securely. Make sure any products that may leak are properly sealed and double/triple bagged to prevent leaks.
2. Take measurements (L, W, H) and weight of package.
3. Complete sections 1-9 on FedEx International Air Waybill (Figure 1).

FedEx International Air Waybill
Express For FedEx services worldwide.

1 From Please print and press hard.
Date: 3/1/2017
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
Country: USA ZIP Postal Code: 20746

2 To
Recipient's Name: [Redacted] Phone: [Redacted]
Company: Gorongosa National Park/Carr Foundation
Address: Edificio da Bolloré Africa-Logistics
Address: Av. Poder Popular Nr. 264, Quinto Andar
City: Beira State: Sofala
Country: MOZAMBIQUE ZIP Postal Code: 9010
Recipient's Tax ID Number for Customs Purposes: [Redacted]

3 Shipment Information
Total Packages: 1
Total Weight: 29 kg DIM: 18/18/25
Commodity Description: Dry shipper (empty) tank, Empty vials, Plastic shipping container
Country of Manufacture: USA, USA, USA
Value for Customs: \$1 USD, \$1 USD, \$1 USD
Total Declared Value for Customs: \$3 USD

4 Express Package Service
 FedEx Intl. Priority
 FedEx Intl. First
 FedEx Intl. Economy

5 Packaging
 FedEx Envelope
 FedEx Pak
 Other Plastic container
 FedEx 10kg Box*
 FedEx 25kg Box*

6 Special Handling
 HOLD at FedEx Location
 SATURDAY Delivery

7a Payment All transportation charges for:
 Sender
 Recipient
 Third Party
 Cash
 Check
 Cheque

7b Payment All duties and taxes for:
 Sender
 Recipient
 Third Party

8 Your Internal Billing Reference
GGI - [Redacted]

9 Required Signature
Signature: Ashton Smith

Tracking Number: 8672 7976 7673
Form ID No: 0402

For Completion Instructions, see back of fifth page.

Ship and track packages at fedex.com

Questions? Go to our Web site at fedex.com.
Or in the U.S., call 1.800.247.4747. Outside the U.S., call your local FedEx office.

Figure 1.

STEP 3 TIPS:

- Print clearly and PRESS HARD to make sure all carbon copies are legible.
 - **Section 1 of Waybill:** FedEx account number used for shipment is provided next to line titled, **Sender's FedEx Account Number**.
 - **Section 2:** Provide recipient's phone number in case of any issues while in transit. Always write the recipient's country name in all CAPITAL letters.
 - **Section 3:** Provide total weight and dimensions (L, W, H) of package and list all commodities included in package.
 - **Section 7a:** check the box marked **Sender**. Refers back to the FedEx account number provided in section 1.
 - **Section 8:** if the ADS FedEx account number was used in Section 1 please write "GGI-[PI's last name]" for the **Your Internal Billing Reference** line. This allows Dawn Mason to track the shipment.
4. Fill out a commercial invoice (make 3 copies before signing!). All copies must have an original signature (Figure 2).

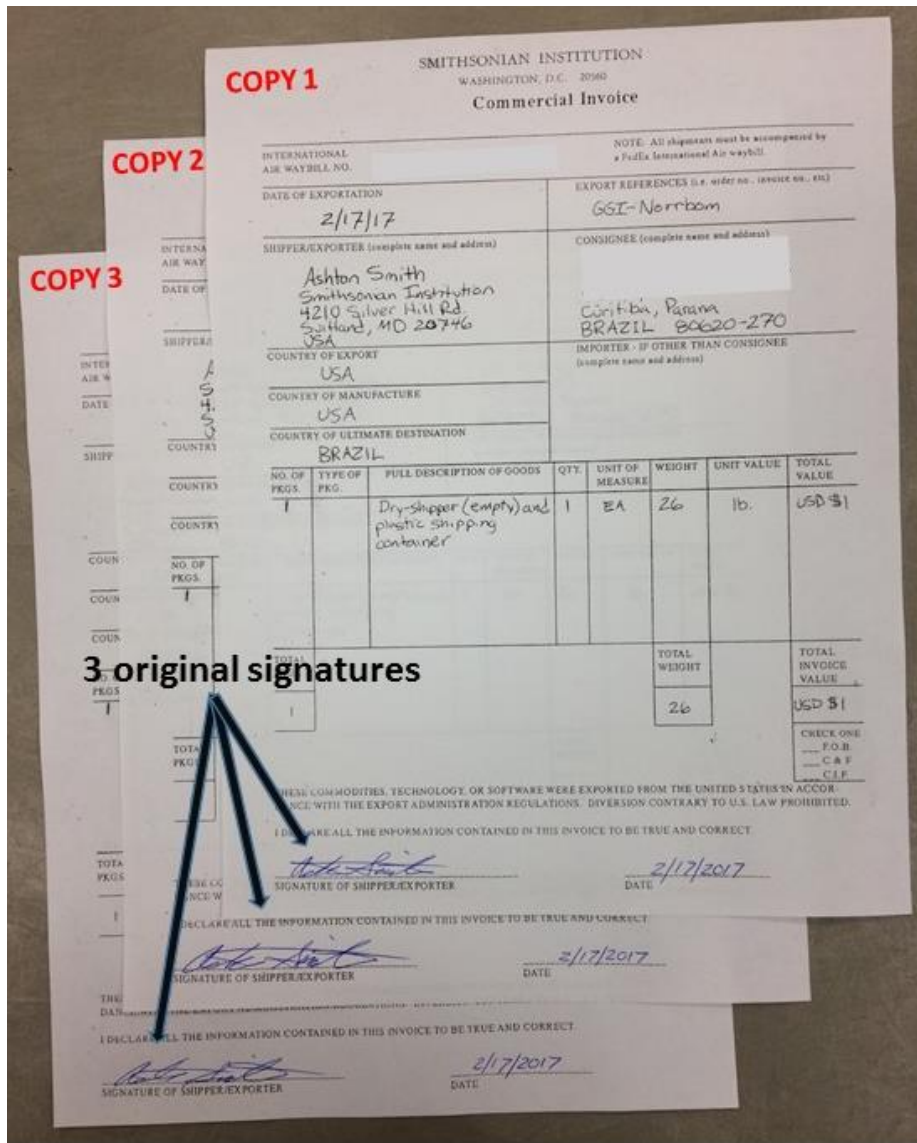
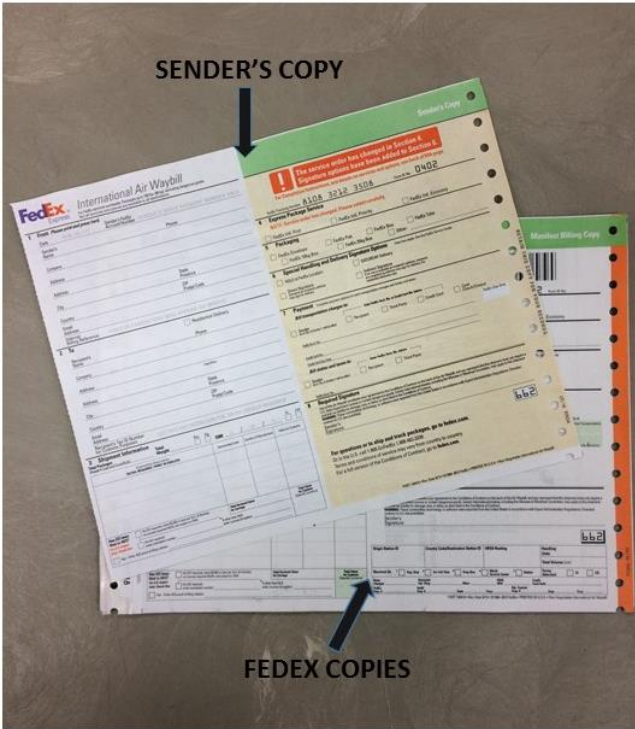


Figure 2.

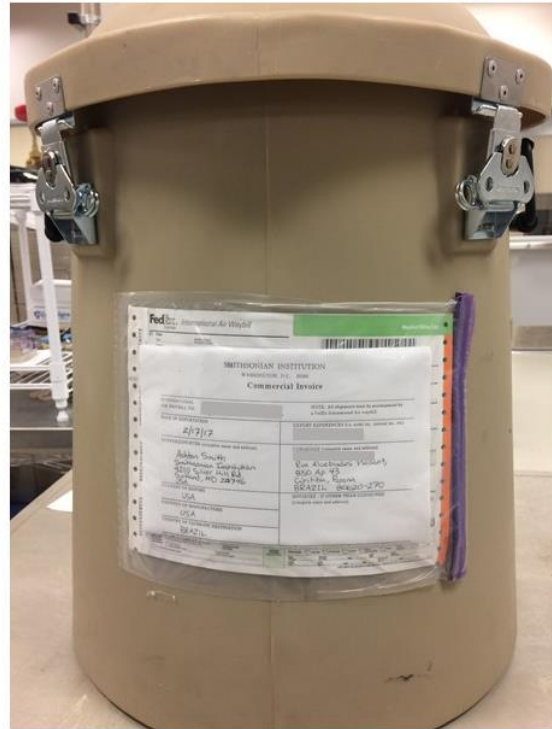
STEP 4 TIPS:

- Complete invoice listing all the items included in the package/container.
- **DO NOT** sign invoice until three (3) copies of completed invoice are made. Each copy is required to have an original signature (Figure 2).

5. Remove top copy of Waybill. Attach Waybill and 3 commercial invoices to package (Figure 3).



Remove top copy of Waybill.



Attach Waybill and 3 copies of the commercial invoice to package.

Figure 3.

STEP 5 TIPS:

- Remove top copy of Waybill before attaching to package. This copy is for sender's records.
 - Fold all 3 copies of the commercial invoice in half so that the side with the shipping address is visible.
 - Place the folded 3 copies of commercial invoices on top of the FedEx Waybill and insert into a FedEx shipping label pouch (Figure 3).
 - Attach the pouch to the outside of the package/container.
- 6.** Drop off package at the MSC or NMNH shipping office to be picked up. FedEx typically picks up once per day between 2-4pm.
 - 7.** Track package using the FedEx Tracking Number provided on the top copy of the shipping label (circled in Figure 4).

FedEx International Air Waybill
Express For FedEx services worldwide.

Not restricted as per special provision A152

Sender's Copy

1 From Please print and press hard.
Date: **3/1/2017** Sender's FedEx Account Number: []
Sender's Name: **Ashton Smith** Phone: **301-238-1885**
Company: **Smithsonian Institution**
Address: **4210 Silver Hill Rd.**
City: **Suitland** State: **MD** ZIP: **20746**
Country: **USA**

2 To
Recipient's Name: [] Phone: []
Company: **Goorongosa National Park/Carr Foundation**
Address: **Edificio da Bolloré Africa-Logistics**
Address: **Av. Poder Popular Nr. 264, Quinto Andar**
City: **Beira** State: **Sofala** ZIP: **9010**
Country: **MOZAMBIQUE**
Recipient's Tax ID Number for Customs Purposes: []

3 Shipment Information For EU Only. Tick here if goods are not in free circulation and provide CI.
Total Packages: **1** Total Weight: **29** kg DIM **18 / 18 / 25** in cm
Commodity Description: **Dry shipper (empty) tank**
Empty vials
Plastic shipping container
Harmonized Code: [] Country of Manufacture: **USA** Value for Customs: **\$1 USD**
USA **\$1 USD**
USA **\$1 USD**
Total Declared Value for Customs: **\$3 USD**

4 Express Package Service
 FedEx Intl. Priority FedEx Intl. First
 FedEx Intl. Economy

5 Packaging
 FedEx Envelope FedEx Pak FedEx Box FedEx Tube
 Other Plastic container FedEx 10kg Box* FedEx 25kg Box*

6 Special Handling
 HOLD at FedEx Location SATURDAY Delivery

7a Payment (Bill transportation charges to:
 Sender Acct. No. in Section 1 will be billed. Recipient Third Party Credit Card
FedEx Acct. No.: [] Credit Card No.: []
Credit Card Exp. Date: []

7b Payment (Bill duties and taxes to:
 Sender Acct. No. in Section 1 will be billed. Recipient Third Party
FedEx Acct. No.: []

8 Your Internal Billing Reference
GGI -

9 Required Signature
Use of this Air Waybill constitutes your agreement to the Conditions of Contract on the back of this Air Waybill, and you represent that this shipment does not require a U.S. State Department License or contain dangerous goods. Certain international treaties, including the Warsaw Convention, may apply to this shipment and limit our liability for damage, loss, or delay, as described in the Conditions of Contract. **WARRANTY:** These commodities, technology, or software were exported from the United States in accordance with Export Administration Regulations. **Sender's Signature:** *Ashton Smith*

521
PART 1581 (Rev. 04-04-06) Data 4/06
©1996-2006 FedEx
PRINTED IN U.S.A.
0402

For Completion instructions, see back of fifth page.
FedEx Tracking Number: **8672 7976 7673** Form ID No. []
Ship and track packages at fedex.com

Figure 4.

RETURNING PACKAGES TO MSC

REPEAT STEPS 1-7 for returning package/samples back to the Museum Support Center

Tips for returning packages with specimens:

-Complete and submit a FWS Form 3-177 (Declaration of Importation or Exportation of Fish or Wildlife) online at <https://edecs.fws.gov/>. It is best to declare and receive a cleared copy before shipping.

-Make sure to include the following 2 important phrases on the International Waybill when shipping biological specimens inside a liquid nitrogen:

1. **“Not restricted as per special provision A152.”** This phrase notifies/reminds all shipping personnel that the liquid nitrogen tank is not considered a hazardous good under this special provision (Figure 5).

2. **“Dry shipper containing dead [insects or whatever biological specimen] for scientific study”** when filling out the commodity description of section 3 of the international waybill. The word DEAD is very important to include so FedEx and Customs is aware the biological specimens inside the tank are not alive (Figure 5).

