

## GLOBAL GENOME INITIATIVE

### USPS “Official Business” Priority Express 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. tubes, labels, preservation solutions, samples, etc.)
3. Consider time restraints for ordering supplies needed from Biorepository:
  - 1 month advance notice for preservation solutions (DMSO/EDTA, alcohol, etc.). However, preservation solutions (DMSO, alcohol, etc.) cannot be shipped via USPS so an alternative shipping method (i.e. FedEx) must be used if you plan to ship solutions.
  - 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. Hazardous goods cannot be shipped via USPS Priority Express.
5. Gather documents required for each international shipment:
  - USPS Express Mailing Label (if not shipping via online). Labels available at the MSC/NMNH shipping offices.
  - Any APHIS or other permits for the return shipment of specimens. Consult with FedEx or department for permits needed.
6. Gather recipient’s contact information and full U.S. destination address.

## Shipment Steps:

1. Package items securely. Make sure any products that may leak are properly sealed and double/triple bagged to prevent leaks.
2. Fill out the **FROM** and **TO** boxes on the USPS Express Mailing Label (Figure 1).

Figure 1.

## STEP 2 TIPS:

- **Important:** Print clearly and **PRESS HARD** to make sure all carbon copies are legible.
  - Remember to include your name and phone number in the **FROM** section of the mailing label.
  - Write the number **203** on the line titled, **Payment By Account**. This is the Smithsonian's corporate account number.
3. Fill out an "Official Business" card. Cards are available at the shipping office. Make sure to include the MRC 534 number, your name, and your department name. Also, include the recipient's name, phone number, and full address in the blank space of the card (Figure 2).

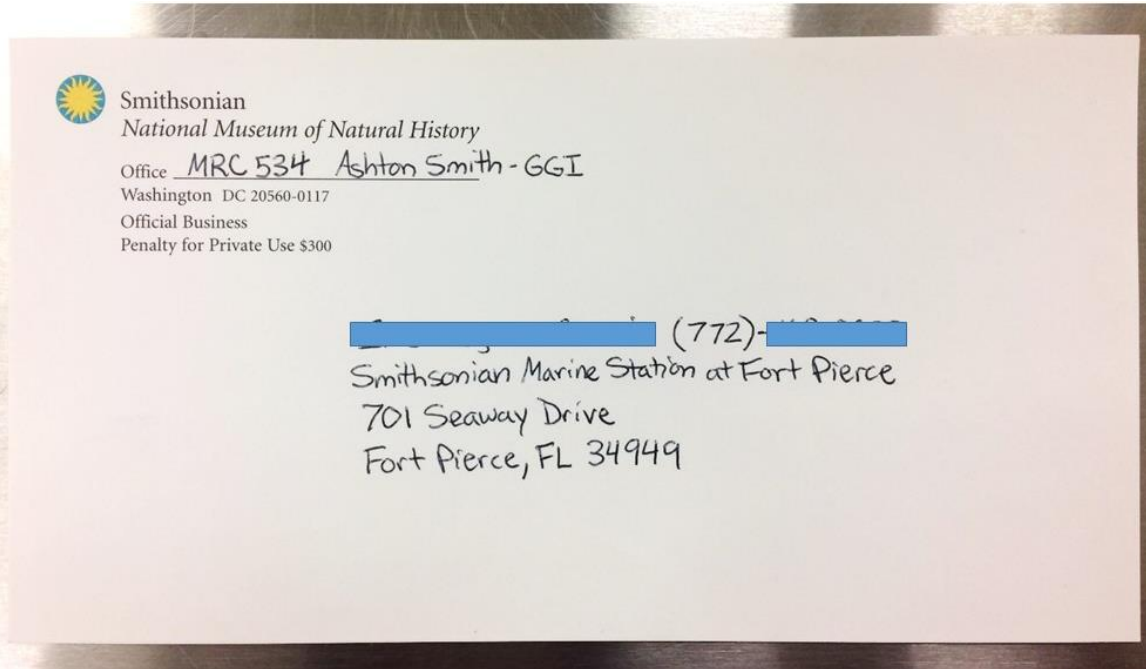


Figure 2.

4. Attach USPS Express Mailing Label and Official Business Card directly to the package (Figure 3).

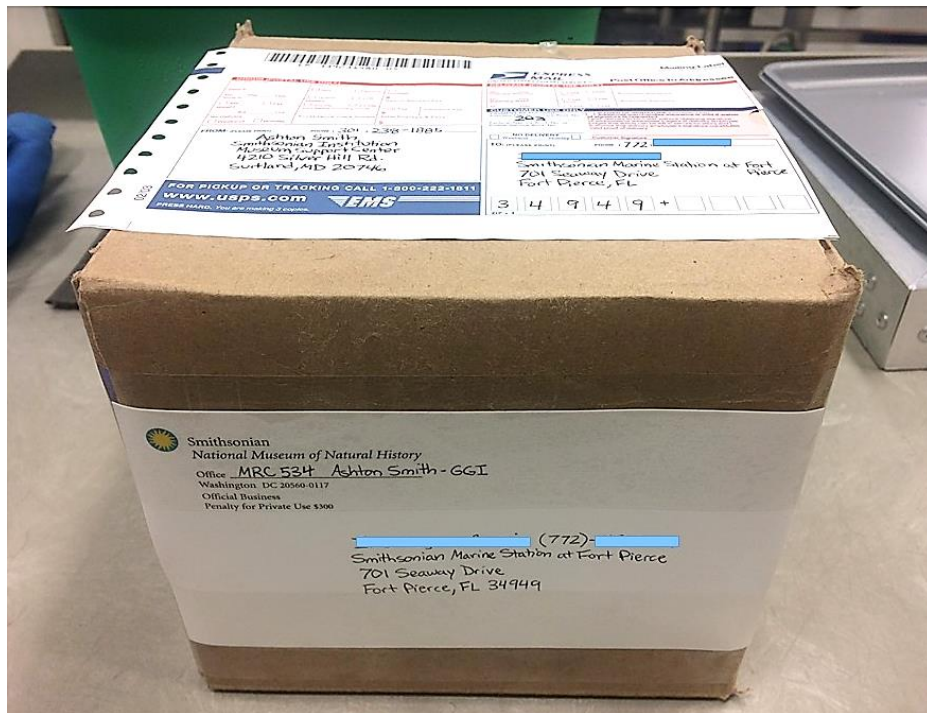


Figure 3.

5. Drop off package at the MSC or NMNH shipping office to be picked up.
6. Track package using the Tracking Number provided on the top of the USPS Express Mailing Label (circled in Figure 4).



Mailing Label  
Label 11-B September 2002



Post Office To Addressee

ORIGIN (POSTAL USE ONLY)		
PO ZIP Code	Day of Delivery <input type="checkbox"/> Next <input type="checkbox"/> Second	Flat Rate Envelope <input type="checkbox"/>
Date In Mo. Day Year	<input type="checkbox"/> 12 Noon <input type="checkbox"/> 3 PM	Postage \$
Time In <input type="checkbox"/> AM <input type="checkbox"/> PM	Military <input type="checkbox"/> 2nd Day <input type="checkbox"/> 3rd Day	Return Receipt Fee \$
Weight lbs. ozs.	Int'l Alpha Country Code	COD Fee Insurance Fee \$ \$
No Delivery <input type="checkbox"/> Weekend <input type="checkbox"/> Holiday	Acceptance Clerk Initials	Total Postage & Fees \$

DELIVERY (POSTAL USE ONLY)		
Delivery Attempt	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Mo. Day		
Delivery Attempt	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Mo. Day		
Delivery Date	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Employee Signature
Mo. Day		

CUSTOMER USE ONLY	
<b>PAYMENT BY ACCOUNT</b> Express Mail Corporate Acct. No. <b>203</b>	<input type="checkbox"/> <b>WAIVER OF SIGNATURE (Domestic Only)</b> Additional merchandise insurance is void if waiver of signature is requested. I wish delivery to be made without obtaining signature of addressee or addressee's agent (if delivery employee judges that article can be left in secure location) and I authorize that delivery employee's signature constitutes valid proof of delivery.
Federal Agency Acct. No. or Postal Service Acct. No.	
<input type="checkbox"/> <b>NO DELIVERY</b> Weekend Holiday	Customer Signature

FROM: (PLEASE PRINT) PHONE ( 301 ) 238-1885  
 Ashton Smith  
 Smithsonian Institution  
 Museum Support Center  
 4210 Silver Hill Rd.  
 Suitland, MD 20746

TO: (PLEASE PRINT) PHONE ( 772 ) [REDACTED]  
 [REDACTED]  
 Smithsonian Marine Station at Fort  
 Pierce  
 701 Seaway Drive  
 Fort Pierce, FL

FOR PICKUP OR TRACKING CALL 1-800-222-1811  
[www.usps.com](http://www.usps.com)   
 PRESS HARD. You are making 3 copies.

3 4 9 4 9 + [ ] [ ] [ ] [ ]  
 ZIP + 4

02/03

Figure 4.