



CENTRE D'ÉTUDES
SUR LE STRESS
HUMAIN (CESH)

Sample Shipping Instructions

General Instructions

Carriers

Choose a shipping carrier. We recommend shipping with **FedEx Priority Overnight** service. We also recommend that you schedule a FedEx pickup for your shipment instead of taking it to a FedEx location. Should you use another carrier, it is important to check their policies on dry ice shipments.

Shipping schedule

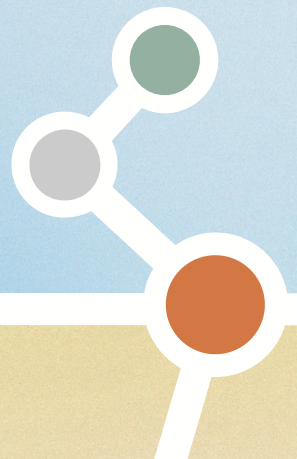
Samples should be shipped frozen on MONDAY, TUESDAY, or WEDNESDAY to ensure that your samples are not delayed or in transit over a weekend. Failure to do so may place your samples at risk of being lost or damaged, as our laboratory is closed on weekends.

Notify us prior to shipping

Please inform us PRIOR to sample shipment by email to:
hfindlay.iusmm@ssss.gouv.qc.ca

Shipping address:

CRIUSMM (Centre de recherche de l'Institut universitaire en santé mentale de Montréal)
Attn. Saliva Lab, Helen Findlay
7331 Rue Hochelaga
Montreal, Quebec
H1N 3V2
Canada
(514) 241-4000 ext 3494



Step 1

Notify us

Please inform us PRIOR to sample shipment by email to:
hfindlay.iusmm@ssss.gouv.qc.ca

Step 2

Create an account with carrier

Go to the FedEx (or other carrier) website to create an account if you don't already have one.

Step 3

Packaging saliva samples

These recommendations follow the Transportation of Dangerous Goods Act and Regulations for shipment within Canada. Also refer to Transport Canada and International Air Transporters Association (IATA) regulations.

Supplies needed

1. Shipping container (styrofoam box) - the shipping container is surrounded by a corrugated cardboard box.
2. Saliva samples placed in sealed plastic bags (ex. Ziploc bags)
3. Dry ice
4. Newspaper
5. Packing tape
6. Assay Request Form

Shipping container & dry ice

The shipping container must consist of a corrugated cardboard box with an insulating Styrofoam box inserted (1-2" wall thickness).



Containers are available from U-Line.
http://www.uline.ca/BL_2157/Insulated-Shipping-Kits

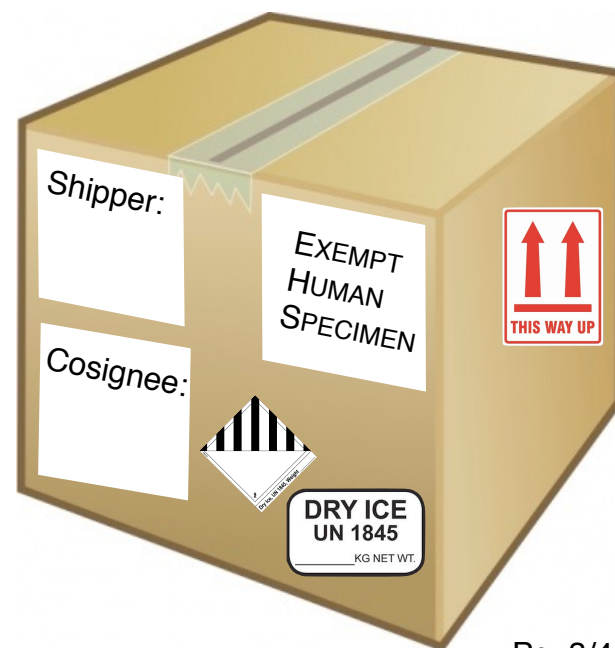
Dry ice is available from Praxair.
www.praxair.ca

Shipping container

If shipping multiple shipping containers, please number each shipping container and label it to indicate the samples that are included.

Step 4 Packaging Saliva samples

1. Ensure all saliva sample tube caps are tightly secure. All tubes should be contained in sealed bags (Ex. Ziploc bags).
2. Place a minimum of 5lbs (2.5kg) dry ice on the bottom of the shipping container. Note that larger boxes will require additional dry ice. A general rule is to fill up to 1/4 of the available space with dry ice. In general, shipments are recommended to contain 5-10 lbs (2.27-4.52kg) of dry ice per 24 hours.
3. Put several layers of newspaper over the dry ice. The newspaper acts as a barrier and cushion between the dry ice and samples. The paper also needs to be sufficient to absorb any spillage of samples.
4. Place samples on top of the newspaper. Fill any empty space with additional packing material (crumpled paper etc.) to prevent shifting.
5. Place the Order Form in a Ziploc bag and lay this inside the box before closing the styrofoam lid.
6. Seal the outer cardboard box with packing tape. (DO NOT seal the styrofoam box with packing tape as the box can explode from CO₂ buildup released during shipping. Carriers require that a triangular **dry ice label** be placed on the outside of each box. If using FedEx, check YES in the “Dangerous Goods” box and write the weight of the dry ice enclosed. Dry ice labels (UN 1845) are available for free from FedEx (Please see the end of this document for sample of dry ice label).
7. The majority of general human and animal specimens in research and diagnostic facilities fall under the category of Exempt Specimens. As such, these samples do not require a UN number label and it is sufficient to write “EXEMPT HUMAN SPECIMEN” on the outside of the shipping box. On the right is an example of a correctly labeled shipping container.



Avoiding Shipping Problems:

If you have any questions PRIOR to shipping, please contact us. We will be pleased to advise you.

- All samples **must be frozen** prior to shipment
- Ensure that all saliva sample tubes are tightly secure and labelled with freezer-safe labels.
- All samples must be placed in seal-locked bags (Ex. Ziploc bags).
Do not use rubber bands to group bags or tubes. They will break at cold temperatures.
- Do not place samples in plastic bags directly on dry ice. The plastic bags will split open. Ensure there are several layers of newspaper between the dry ice and samples.
- Do not over-pack the Styrofoam container as this may cause it to crack.

Regulations require that a triangular **dry ice label** be placed on the outside of the shipping box. The weight of dry ice in kg (not lbs) must be noted on the label. Failure to correctly fill-out the label could result in delayed shipment. To convert pounds to kilograms, divide by 2.2.

Shipper's Declaration not Required.
Dry ice amount must be in kilograms.
Note: 2 lbs. = 1 kg.

Airwaybills/airbills must have the following shown in the "Nature and Quantity of Dangerous Goods" area:
1. Dry ice; 9; UN1845;
2. (Number) X (wt.) Kg III

DRY ICE,
kg.

9

UN1845

Shipper's Name and Address

Consignee Name and Address

HML9-DICE LABELMASTER® (800) 621-9808 www.labelmaster.com