

# Shipping Checklist



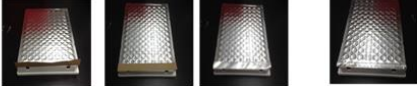



Please include this completed checklist in your shipment to the JGI. Shipments containing incorrect or improperly packaged materials or incomplete/inaccurate documentation will not be accepted. Contact your Project Manager prior to shipment if you have any questions.

## Preparing your shipment:

It is important to follow these instructions for preparation of your shipment to ensure that all materials arrive in good condition.

**All samples must be placed in the barcoded tubes or plates contained in this package.**

1. Place barcoded samples in sturdy secondary containment (examples include 15 or 50 ml Falcon tubes, plastic freezer box, etc. for tubes). Plates should also be placed in sturdy secondary containment (cardboard or plastic box). Do not use Parafilm or clear seals to wrap your individual sample tubes or plates.
2. Add sufficient crushed dry ice to the box to cover all samples.

<h3>Correct Packaging</h3>	<h3>Incorrect Packaging</h3>
<p data-bbox="540 1087 816 1245">✓ Example of tube <b>WITH</b> secondary containment (15mL conical tube) Please ship on crushed dry ice. Multiple sample tubes can be placed in a larger conical tube or secondary containment.</p>  <p data-bbox="581 1260 800 1428">Example of a plate <b>WITH</b> secondary containment, and properly labeled and tightly sealed with a <b>FOIL</b> seal. Make sure label is on <b>A12</b> side. Do not cover the label. (Please ship in cardboard box on crushed dry ice).</p>  <p data-bbox="508 1339 565 1402">A12 plate side</p> <p data-bbox="345 1444 768 1528">Ensure that the tab of the foil seal is <b>NOT</b> folded down on the side of the plate. Fold the tab over itself on top of the plate as shown in the 4 steps below. The tab should not be sticky if folded properly.</p>  <ol style="list-style-type: none"><li data-bbox="345 1623 427 1717">1. Apply label with tab to A1 side of the plate.</li><li data-bbox="443 1623 524 1717">2. Fold tab on top of plate surface.</li><li data-bbox="540 1623 621 1717">3. Remove the paper backing from the tab.</li><li data-bbox="638 1623 784 1759">4. Fold the tab over itself so that the sticky sides are together and sealed on top of the plate, and not over the side of the plate.</li></ol>	<p data-bbox="1076 1087 1109 1119">✗</p>  <p data-bbox="873 1371 1027 1476">Example of tube arriving <b>WITHOUT</b> secondary containment (placed directly on dry ice).</p>  <p data-bbox="1117 1371 1287 1455">Example of a plate arriving with tab sealed down and covering the plate label.</p>  <p data-bbox="873 1665 1109 1686">DO NOT use clear plate seals.</p>  <p data-bbox="1125 1654 1320 1759">Example of a plate arriving <b>WITHOUT</b> secondary containment - plate seal has been damaged.</p>

3. Place the pre-printed shipping label (included) on the outside of your package.

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4. Once you have shipped your package, email [shipping\\_to\\_jgi@lists.jgi-psf.org](mailto:shipping_to_jgi@lists.jgi-psf.org) with tracking information for the shipment.

**Your shipment to the JGI must include the following items:**

Hard copy of "Approval to Ship" email from the JGI

Completed shipping checklist (this page)

Investigator Name	Date

**Enter Total Number of Sample Tubes or Plates in this Shipment:**

Total Tubes:
Total Plates:

**Fill out below ONLY if shipping at room temperature with Stable or GenTegra treated RNA or DNA:**

Check this box if you have included **GenTegra DNA treated sample/s** and list the total amount of tubes.  
\_\_\_\_\_ # of tubes of GenTegra DNA treated samples

Check this box if you have included **GenTegra RNA treated sample/s** and list the total amount of tubes.  
\_\_\_\_\_ # of tubes of GenTegra RNA treated samples

Check this box if you have included **RNAstable treated sample/s** and list the total amount of tubes.  
\_\_\_\_\_ # of tubes of RNAstable treated samples

Check this box if you have included **DNAstable Plus treated sample/s** and list the total amount of tubes.  
\_\_\_\_\_ # of tubes of DNAstable Plus treated samples

*Last updated 11/10/2022*