

## 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.

Correct Packaging	Incorrect Packaging
 <p>Example of tube <b>WITH</b> secondary containment (15ml conical tube on crushed dry ice).</p> <p>Multiple sample tubes can be placed in a larger conical tube or other secondary containment.</p>	 <p>Example of tube arriving <b>WITHOUT</b> secondary containment (placed directly in dry ice).</p>
 <p>Properly labeled and tightly sealed with a <b>FOIL</b> seal. Write the plate name on the <b>SIDE</b> of the plate.</p>  <p>Example of plate <b>WITH</b> secondary containment (cardboard box on crushed dry ice)</p>	 <p><b>DO NOT</b> use clear plate seals.</p>  <p>Example of plate arriving <b>WITHOUT</b> secondary containment - plate seal has been damaged.</p>

Last updated 7/9/2014

3. Place the pre-printed shipping label (included) on the outside of your package.
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
- Sterility Declaration, if applicable (found at: <http://jgi.doe.gov/collaborate-with-jgi/pmo-overview/approval-to-ship-samples/> )
- JGI USDA Import Permit (soil and soil-derived materials only)
- Completed shipping checklist (this page)

Investigator Name	Date

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

Total Tubes:
Total Plates:

*Last updated 7/9/2014*