

Shipping Checklist



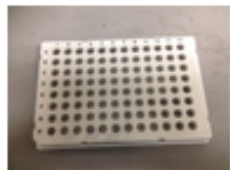

Please include this completed checklist in your shipment to the JGI. Shipments containing incorrect or improperly packaged materials or incomplete/inaccurate documentation will not be accepted. Contact your Project Manager prior to shipment if you have any questions.

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.

<u>Correct Packaging</u>	<u>Incorrect Packaging</u>
<p data-bbox="535 1142 576 1176">✓</p>  <p data-bbox="690 1186 852 1291">Example of tube WITH secondary containment (15mL conical tube) Please ship on crushed dry ice.</p> <p data-bbox="690 1312 852 1417">Multiple sample tubes can be placed in a larger conical tube or secondary containment.</p>  <p data-bbox="341 1659 592 1795">Example of a plate WITH secondary containment, and properly labeled and tightly sealed with a FOIL seal. Make sure label is on A12 side. (Please ship in cardboard box on crushed dry ice).</p> <p data-bbox="609 1669 673 1743">A12 plate side</p>  <p data-bbox="682 1617 803 1638">A1 plate side</p> <p data-bbox="690 1669 852 1795">Ensure that the tab of the foil seal is NOT on the plate label side, but on the A1 side. Completely seal the tab down on the A1 side.</p>	<p data-bbox="1112 1142 1153 1176">✗</p>  <p data-bbox="1104 1207 1282 1291">Example of tube arriving WITHOUT secondary containment (placed directly on dry ice).</p>  <p data-bbox="909 1617 1128 1638">DO NOT use clear plate seals.</p>  <p data-bbox="1169 1617 1372 1711">Example of a plate arriving WITHOUT secondary containment - plate seal has been damaged.</p>

Last updated 4/13/2015

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 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
- JGI USDA Import Permit (soil and soil-derived materials only)
- Completed shipping checklist (this page)

Investigator Name	Date

Check this box if you have included **"RNA stable" treated** sample/s.

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

Total Tubes:
Total Plates:

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