

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



Example of tube WITH 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.



Example of a plate WITH secondary containment, and properly labeled and tightly sealed with a FOIL seal. Make sure label is on A12 side. Do not cover the label. (Please ship in cardboard box on crushed dry ice).


A12 plate side

Ensure that the tab of the foil seal is NOT 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.

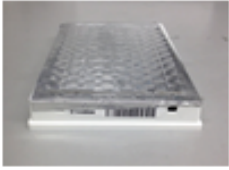


1. Apply label with tab to A1 side of the plate.
2. Fold tab on top of plate surface.
3. Remove the paper backing from the tab.
4. Fold the tab over itself so that the sticky sides are together and sealed on top of the plate, and not over the side of the plate.

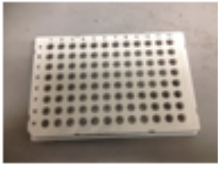
Incorrect Packaging




Example of tube arriving WITHOUT secondary containment (placed directly on dry ice).



Example of a plate arriving with tab sealed down and covering the plate label.



DO NOT use clear plate seals.



Example of a plate arriving WITHOUT secondary containment - plate seal has been damaged.

Last updated 6/5/2015

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:

Last updated 6/5/2015