

Shipping Checklist

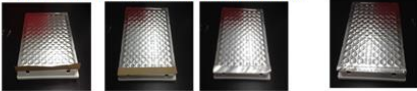


Please include this completed checklist in your shipment to the JGI. Shipments containing incorrect or improperly packaged materials or incomplete/inaccurate documentation will not be accepted. Contact your Project Manager prior to shipment if you have any questions.

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 data-bbox="362 1062 781 1108">Correct Packaging</p> <p data-bbox="540 1125 816 1276">✓ 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.</p> <p data-bbox="578 1297 800 1465">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).</p> <p data-bbox="508 1377 557 1440">A12 plate side</p> <p data-bbox="345 1476 764 1560">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.</p> <div data-bbox="337 1560 751 1650"></div> <p data-bbox="345 1661 427 1755">1. Apply label with tab to A11 side of the plate.</p> <p data-bbox="448 1661 529 1755">2. Fold tab on top of plate surface.</p> <p data-bbox="540 1661 621 1755">3. Remove the paper backing from the tab.</p> <p data-bbox="638 1661 789 1787">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.</p>	<p data-bbox="870 1062 1320 1108">Incorrect Packaging</p> <p data-bbox="1073 1125 1105 1157">✗</p> <div data-bbox="870 1192 1325 1381"></div> <p data-bbox="870 1409 1032 1514">Example of tube arriving WITHOUT secondary containment (placed directly on dry ice).</p> <p data-bbox="1114 1409 1292 1482">Example of a plate arriving with tab sealed down and covering the plate label.</p> <div data-bbox="870 1524 1325 1682"></div> <p data-bbox="870 1692 1105 1713">DO NOT use clear plate seals.</p> <p data-bbox="1130 1692 1320 1787">Example of a plate arriving WITHOUT secondary containment - plate seal has been damaged.</p>

Last updated 11/13/2019

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

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 RNAstable or DNAstable Plus:

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 11/13/2019