

Shipping Checklist

Please refer to the Shipping of Samples page on our website for detailed instructions on how to fill out shipping forms and how to properly package samples.

- Cardboard outer box
- Styrofoam® insert
- Dry ice
 - If shipping from within **Canada**: 5-7 kg (10-15 lbs)
 - If shipping from the **USA**: 6-7 kg (12-15 lbs)
 - If shipping **international/overseas**: 15 kg (33 lbs)

Use packaging that is designed and constructed to allow the release of carbon dioxide gas and to prevent a build-up of pressure in the packaging. *Do not seal the edges of the package with tape!*

Place the following documents **inside the cardboard shipping container** on top of the Styrofoam® lid:

- Packing slip with order number and other relevant client details for identification upon receipt
- A detailed sample list

Affix the following labels to the **outside of the box**:

- Dry Ice Label UN1845 (available from courier)
- Address Label
- For **non-infectious** samples: Exempt Animal Specimen Label *OR* Exempt Human Specimen Label
- For **infectious** samples and if applicable: UN3373 Label
- A clear plastic shipping envelope (available from courier)

Fold and insert the following documents in the clear plastic **shipping envelope** attached to the outside of the box.

- Waybill (minus the top copy which you will keep for your records) supplied by your courier
- 3 copies of the Commercial Invoice (when using)
- 3 copies of the Declaration of Biological Shipments (when using)
- Destination Control Statement (USA)

Shipping Label

When shipping biological samples for research purposes, it's crucial to ensure compliance with relevant regulations and guidelines to maintain sample integrity and safety. The specific requirements may vary depending on your location, the type of samples, and the destination.

It's important to consult with your institution's shipping department or compliance office to ensure that you are following all necessary protocols and regulations specific to your location and the type of samples being shipped.

| | |
|---|--------------------------------------|
| <u>To:</u> Brenda Elliott Eve Technologies Corporation 3415A – 3 Ave., N.W. Calgary, AB Canada T2N 0M4 587-975-8850 | <u>From:</u> Phone: Email: |
| The commodity in this package are frozen biological samples being sent for analysis. No commercial value. For research testing only. | |
| Species & Sample Type(s): <input type="checkbox"/> Infectious <input type="checkbox"/> Non-Infectious | Special Handling: Keep frozen |

Declaration of Biological Shipments

| | |
|--|---|
| Date: | Total No. of Packages: |
| | |
| Name of Shipper: | Name of Consignee: |
| | Brenda Elliott Eve Technologies Corporation 3415A – 3 Ave., N.W. Calgary, AB Canada T2N 0M4 587-975-8850 |
| Reason For Shipping: | |
| Analysis of samples for research purposes. | |
| The Above Shipment Contains: | |
| <input type="checkbox"/> Infectious <input type="checkbox"/> Non-Infectious | |
| Species <input type="checkbox"/> Human <input type="checkbox"/> Mouse <input type="checkbox"/> Rat <input type="checkbox"/> Porcine <input type="checkbox"/> Canine <input type="checkbox"/> Bovine <input type="checkbox"/> Sheep <input type="checkbox"/> Equine <input type="checkbox"/> Chicken <input type="checkbox"/> Other: _____ | Sample Type <input type="checkbox"/> Serum <input type="checkbox"/> Plasma <input type="checkbox"/> Tissue Homogenate <input type="checkbox"/> Tissue/Cell Culture <input type="checkbox"/> Cell Lysate <input type="checkbox"/> CSF <input type="checkbox"/> BAL Fluid <input type="checkbox"/> Synovial Fluid <input type="checkbox"/> Urine <input type="checkbox"/> Other: _____ |
| Description of Packaging: | Special Handling: |
| Cardboard box with Styrofoam insert, packed with dry ice. | Keep frozen. |
| Signature: | |

Destination Control Statement:

These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

Name: _____

Signature: _____

COMMERCIAL INVOICE

(Please complete in English print)

INTERNATIONAL AIR WAYBILL NO.

(NOTE: All shipments must be accompanied by a
Air Waybill & three copies of CI.)

DATE OF EXPORTATION

SHIPPER'S EXPORT REFERENCES

(i.e., order no., invoice no.)

SHIPPER / EXPORTER (complete name, address, telephone, Business
Registration No./ Customs / Tax ID No. e.g. GST / RFC / VAT / IN / EIN /
ABN / SSN, or as locally required)

CONSIGNEE (complete name, address, telephone, Business
Registration No./ Customs / Tax ID No. e.g. GST / RFC / VAT / IN /
EIN / ABN / SSN, or as locally required)

COUNTRY OF EXPORT

IMPORTER - IF OTHER THAN CONSIGNEE
(complete name, address and telephone)

REASON FOR EXPORT
(e.g. personal gift, return for repair)

Ultimate Country of Destination

| COUNTRY OF ORIGIN | MARKS/ NO'S. | NO. OF PKGS | TYPE OF PACKAGING | FULL DESCRIPTION OF GOODS | QTY. | UNIT OF MEASURE e.g. pieces, units, set. | WEIGHT lb / kg | UNIT VALUE currency | TOTAL VALUE |
|----------------------------------|---------------------|--------------------|--------------------------|---|-------------|--|--------------------------|-------------------------------|----------------------------|
| Please Provide Origin of Samples | | | | Please State Species. Please State Sample Type. | | | | | |
| | | | | No Commercial Value Biological Samples Species Sample Type | | | | | |
| | | TOTAL PKGS | | | | | TOTAL WEIGHT | CURRENCY | TOTAL INVOICE VALUE |
| | | | | | | | | | |

I DECLARE ALL THE INFORMATION CONTAINED IN THE INVOICE TO BE TRUE AND CORRECT.

SIGNATURE OF SHIPPER/EXPORTER

NAME (PLEASE PRINT)

TITLE (PLEASE PRINT)

DATE

Please provide three copies of this Commercial Invoice.

Dry Ice Label

Dry ice labels are available from your courier. Please ensure all fields are filled in (shipper, recipient, and weight).

| | |
|---|--|
| Shipper's Declaration not Required. | Airwaybills/Airbills must have the following: |
| Part B is required. | 1. "Dangerous Goods - Shipper's Declaration not required". |
| Dry Ice amount must be in kilograms. | 2. Dry Ice: 9; UN1845; |
| Note: 2 lbs. = 1 kg. | 3. _____ x _____ kg (Number pkgs.) (wt.) |
|  | |
| DRY ICE _____ kg. | UN1845 |
| Shipper's Name and Address | Consignee Name and Address |
| _____ _____ _____ | _____ _____ _____ |

**EXEMPT
HUMAN
SPECIMEN**

**EXEMPT
ANIMAL
SPECIMEN**

UN 3373

**BIOLOGICAL SUBSTANCE,
CATEGORY B**