

# Instructions for Shipping Samples to Northwest ZooPath



## Where to Ship Your Specimens:

Most Specimens should be shipped to our histology laboratory listed below. The P.O. Box is for U.S. Mail; the street address is for express services like FedEx or UPS.

**\*\* PLEASE DO NOT SHIP WITH FIRST OVERNIGHT \*\***

**HCS - ZooPath**  
P.O. Box 770 -or- 207 N. Harkness St.  
Everson, WA 98247

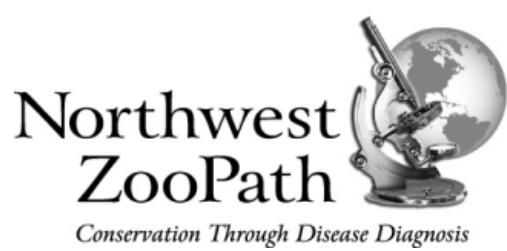
## How to Package and Ship Formalin Fixed Specimens

1. Securely tighten lids on all jars (each jar may not contain in excess of 500 ml liquid or 500 grams solid). This is your **primary** container.
2. Place clearly labeled formalin container in baggie or other leak proof container along with absorbent material. Suitable **secondary** containers include sealable baggies, larger plastic jars with screw on, leak proof lids. Northwest ZooPath provides materials suitable for this purpose which are marked with the international biohazard symbol. If you do not have any and are using your own materials, please be sure it meets these guidelines.
3. Multiple specimens from the same animal should be submitted in one jar or as few jars as possible provided it remains in compliance with 1 and 2 above.
4. Small animals may be placed whole in formalin with the top of the calvarium and sternum removed or the abdominal cavity open to achieve adequate fixation.
5. Place submission form in a baggie and place both bags or containers in a small box along with sufficient packing material. There should be no free space in the shipping container as this increases the risk of movement resulting in damage and leaks during shipping. The **outer/third** container must be rigid/sturdy cardboard. Clinical pouches or thin paper boxes are not suitable for this layer. If your sturdy container is small enough and you want to place it in a clinical pouch when shipping via FedEx, you may do so, but it must be in addition to, not in place of the rigid layer of packing.
6. Affix shipping labels and **mark** the shipping containers with the words "**Exempt animal Specimen**". This must be done on the address side, preferably near the shipping label.

For more information on shipping regulations, visit the USPS website instruction page at: Please see packaging Instruction 6H [https://pe.usps.com/text/pub52/pub52apxc\\_024.htm](https://pe.usps.com/text/pub52/pub52apxc_024.htm) or search "USPS Packaging Instruction 6H" in your search engine.

**\*\*Please note\*\*** packages that leak due to improper packaging or labeling are subject to civil penalties including fines and/or restrictions for future shipping enforceable by the United States Postal Service.

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### **Cytology Specimens**

1. 5-slide or more plastic slide holders are less likely to be damaged in shipping than flat and/or cardboard slide holders.
2. Please place sealed slide holder in a sealed baggie to keep the contents of the slide from spreading on packing material in the event that it comes out of the slide holder.
3. Use a small, rigid outer box with sufficient padding for shipping.
4. Shipping box should be marked "**Exempt Animal Specimen**" on the address side of the box.
5. If shipping along with formalin containers, we recommend double bagging slides and formalin to reduce risk of formalin fumes coming in contact with slides in the event of a leak.

### **Shipping Tips**

- Do not use larger boxes than necessary to ship your specimen. All carriers now have additional fees for "dimensional weight" on boxes. There is also more potential for crushing damage on packages with excess empty space.
- All packages containing animal specimens must be marked "**Exempt Animal Specimen**"
- In addition to your shipping label, hand write our address on your box just in case the shipping label becomes detatched.
- Place your submission form inside the box; do not affix submission forms to the outside of a shipping box.
- Save your tracking number until you receive your results