

What to Ship

1. Sample submission form

- a. Download a sample submission form by visiting www.biopryn.com, clicking on Affiliate Network>West Region>BioTracking Inc., then Download Submission Form under BioPRYN Wildlife. Fill out the submission form completely. Make sure the animal ID and tube sequence number written on the tubes correspond to the information on the submission form.

2. Samples

- a. Once tubes are labeled properly, bundle them together in groups of 2-10 with a rubber band.
- b. Wrap the bundle of tubes with newspaper or paper towels (enough to absorb all fluid if all tubes break).
- c. Place the bundle of tubes inside a leak proof Ziploc bag.
- d. Pack the bag(s) with bubble wrap or packing peanuts inside a hard edge cardboard box.
- e. **We highly discourage shipping samples in any type of envelope!**

3. Payment

- a. You may send a check or money order for payment; otherwise an invoice will be mailed upon sample arrival.

Please note: It is not necessary to ship samples on ice for testing.

How to Ship

We recommend shipping samples by the following carriers: United States Postal Service (USPS), Federal Express (FedEx) or United Parcel Service (UPS). Due to the stability of PSPB, samples can be shipped via ground, 2nd day, or overnight delivery without compromising the integrity of the sample. Pricing and delivery time will vary by carrier, method, size of box, and weight. Follow the instructions below for your selected carrier:

1. USPS shipping instructions

- a. Place a Biohazard symbol **inside** the box, which can be found here: http://www.biopryn.com/wp-content/uploads/2015/07/Biohazard_for_download.jpg
Or written on the plastic bag or on a note-size piece of paper.
 - i. **Do not write Biohazard on the outside of the box.**
- b. Write "Exempt Animal Specimen" on the outside of the box.
- c. If you have questions, please consult with your local post office and/or check the information on the USPS website: http://pe.usps.com/text/pub52/pub52c3_023.htm#ep925305

2. FedEx shipping instructions

- a. Write "Exempt Animal Specimen" on the outside of the box.
- b. If you have questions, please consult with your local FedEx store and/or check the information on the FedEx website: http://www.fedex.com/us/packaging/guides/Clinical_fxcom.pdf

3. UPS shipping instructions

- a. Write "Exempt Animal Specimen" on the outside of the box.
- b. If you have questions, please consult with your local UPS store and/or check the information on the following website: http://www.ups.com/content/us/en/resources/ship/hazardous/biological_substances.html

Where to Ship

Ship samples to the following address:

**BioTracking, Inc.
1150 Alturas Drive Ste. 105
Moscow, ID 83843-3263**