GLOBAL GENOME INITIATIVE

USPS “Official Business” Priority Express Shipping Protocol

Last updated: September 6, 2017

Pre-shipment steps:

1. Discuss items to be shipped with Principal Investigator (PI) or collector.
2. Gather information on kinds of items to be shipped (i.e. tubes, labels, preservation solutions, samples, etc.)
3. Consider time restraints for ordering supplies needed from Biorepository:
   o 1 month advance notice for preservation solutions (DMSO/EDTA, alcohol, etc.). However, preservation solutions (DMSO, alcohol, etc.) cannot be shipped via USPS so an alternative shipping method (i.e. FedEx) must be used if you plan to ship solutions.
   o 2 weeks advance notice for cryotubes.
4. Determine if any items to be shipped are considered hazardous or restricted goods.
   o Visit FedEx website or contact FedEx directly at 1-800-463-3339 (or 1-800-GOFEDEX) for shipment information/restrictions. Hazardous goods cannot be shipped via USPS Priority Express.
5. Gather documents required for each international shipment:
   o USPS Express Mailing Label (if not shipping via online). Labels available at the MSC/NMNH shipping offices.
   o Any APHIS or other permits for the return shipment of specimens. Consult with FedEx or department for permits needed.
6. Gather recipient’s contact information and full U.S. destination address.
Shipment Steps:

1. Package items securely. Make sure any products that may leak are properly sealed and double/triple bagged to prevent leaks.
2. Fill out the FROM and TO boxes on the USPS Express Mailing Label (Figure 1).

Figure 1.

STEP 2 TIPS:

- **Important:** Print clearly and PRESS HARD to make sure all carbon copies are legible.
- Remember to include your name and phone number in the FROM: section of the mailing label.
- Write the number **203** on the line titled, Payment By Account. This is the Smithsonian’s corporate account number.

3. Fill out an “Official Business” card. Cards are available at the shipping office. Make sure to include the MRC 534 number, your name, and your department name. Also, include the recipient’s name, phone number, and full address in the blank space of the card (Figure 2).
4. Attach USPS Express Mailing Label and Official Business Card directly to the package (Figure 3).

5. Drop off package at the MSC or NMNH shipping office to be picked up.

6. Track package using the Tracking Number provided on the top of the USPS Express Mailing Label (circled in Figure 4).