

## **Shipping Checklist**

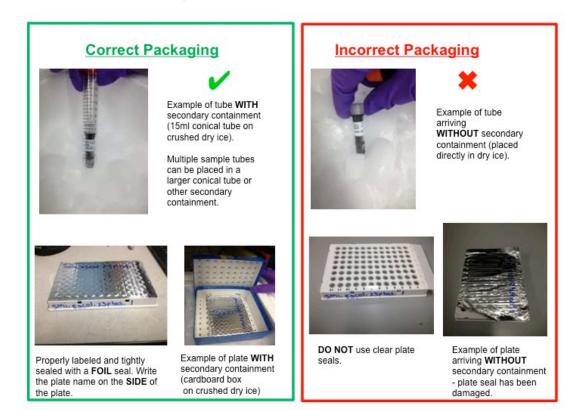
Please include this completed checklist in your shipment to the JGI. Shipments containing incorrect or improperly packaged materials or incomplete/inaccurate documentation will not be accepted. Contact your Project Manager prior to shipment if you have any questions.

## 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.

 Place barcoded samples in sturdy secondary containment (examples include15 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.

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- 3. Place the pre-printed shipping label (included) on the outside of your package.
- 4. Once you have shipped your package, email <u>shipping\_to\_jgi@lists.jgi-psf.org</u> 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

Sterility Declaration, if applicable (found at:

http://jgi.doe.gov/collaborate-with-jgi/pmo-overview/approval-to-ship-samples/)

JGI USDA Import Permit (soil and soil-derived materials only)

Completed shipping checklist (this page)

Investigator Name	Date

Enter Total Number of Sample Tubes or Plates in this Shipment:

Total Tubes:
Total Plates:

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