



SHIPPING INSTRUCTIONS FOR SERUM SAMPLES

1. Packaging Requirements – Gel Packs

- 1.1 All samples must be dispatched in a frozen state, in insulated packaging, along with frozen gel packs. (PLEASE DO NOT USE DRY ICE)
- 1.2 Freeze the gel packs/ice packs to a temperature of -23°C (-9.4°F).
- 1.3 You may use U-Tek (temperature assurance materials). See www.thermosafe.com.
- 1.4 There must be at least one gel pack per individual sample.
- 1.5 Freeze the serum samples to -20°C (-4°F) prior to packaging.
- 1.6 Pack the frozen serum samples and frozen gel packs in an insulated polystyrene box (available from FedEx). See www.thermosafe.com for options.
- 1.7 Ensure that the frozen serum samples are packaged in separate plastic bags, to safeguard against possible leakage.
- 1.8 Ensure the insulated box is taped closed.
- 1.9 Cargo should be refrigerated during the transportation.

2. Shipping Marks and Numbers

- 2.1 Please label the individual samples clearly with a permanent marker.
- 2.2 Please ensure the shipper and consignee address details are clearly marked on the packaging.
- 2.3 Please ensure that packaging is clearly marked "**Keep Frozen**"

3. Commercial Invoice

- 3.1 There is a Commercial Invoice attached to this document. Please fill out and print.
- 3.2 Please ensure the value presented does not exceed USD 15.00 per unit/sample sent.
- 3.3 Please indicate on the invoice if goods are hazardous or non hazardous.
If goods are hazardous please see transport information below.
- 3.4 When the Commercial Invoice has been completed, it must be printed as a PDF and emailed to Riki Strydom (riki@six-dof.com), along with a copy of the waybill or a waybill number as supplied by the shipping agent (FedEx).

4. Transport Information – Required Documents

- 4.1 Ensure the shipping agent (FedEx) waybill is correctly completed and clearly states that goods are to remain frozen during transit. If samples are hazardous then the waybill MUST be endorsed accordingly.
- 4.2 Please ensure the shipper and consignee address details are physical address's and include contact persons and telephone numbers.
- 4.3 The commercial invoice must accompany the cargo, please ensure that it is called a commercial invoice and NOT a Pro Forma invoice. A scanned copy of the commercial invoice must be sent to riki@six-dof.com prior to dispatch of samples.
- 4.4 There should be a MSDS (Material Safety Data Sheet) given to the shipping agent (FedEx) with the commercial invoice when samples are collected. Should multiple samples be sent then a MSDS will be required per sample type.
- 4.5 If Sodium azide (NaN_3) is added to the serum samples, then it must state on the documentation that the levels are low and therefore the samples are non-hazardous. ***Only if applicable.***
- 4.6 HAZARDOUS CARGO – If Cargo is hazardous then all transport documents MUST be endorsed accordingly, detailing the UN number of the product. MSDS transport information must be adhered to and supersedes these shipping instructions if in any way there is conflicting information.

ONE EIGHTY DEGREES (Pty) Ltd t/a 6° OF FREEDOM ACCEPTS NO LIABILITY FOR LOSS, COSTS (DIRECT OR INDIRECT) FOR CARGO THAT IS DAMAGED, DESTROYED, DETAINED, DELAYED OR IN ANYWAY TARNISHED AND NOT SUITABLE FOR TESTING IF THE ABOVE CONDITIONS HAVE NOT BEEN SUFFICIENTLY ADHERED TO.