

FedEx shipping instructions – Samples from CANADA

Exempt human specimens at room temperature

All samples should be shipped to our coordinating site laboratory at the Jewish General Hospital in Montreal, Quebec (address below). We will cover all costs of shipping. Saliva kits can be shipped using regular mail. Blood and FFPE can be shipped overnight using FedEx.

All samples should be shipped on a Monday, Tuesday, or Wednesday, so that the samples arrive in our laboratory by Friday morning.

Our **mailing address** is the following:

Nelly Sabbaghian
Lady Davis Institute - Jewish General Hospital
3755 Côte-Sainte-Catherine Road, Room E-425
Montreal, Quebec, Canada
H3T 1E2
Phone: 514-340-8222 ext. 23067 or ext. 25116

Email: foulkeslab.oncology@mcgill.ca

- For the **outer packaging**, please follow the instructions below.
- Mention that the human tissue samples are exempt from transportation regulation: “Exempt Human Specimen”. Please also add the following: “Non-infectious, Non-hazardous, Non-toxic, No commercial value, Not for clinical use, For research only”.
- Shipper’s and consignee’s address

Prior to all shipments, email foulkeslab.oncology@mcgill.ca to obtain our *FedEx account number* (that you will need to use so shipping charges are billed to us). Once the package is on its way, please let us know the tracking number so that we can follow the package to Montreal.

FedEx shipping instructions – Samples from OUTSIDE OF CANADA

Exempt human specimens at room temperature

All samples should be shipped to our coordinating site laboratory at the Jewish General Hospital in Montreal, Quebec (address below). We will cover all costs of shipping. Saliva kits can be shipped using regular mail. Blood and FFPE can be shipped overnight using FedEx.

All samples should be shipped on a Monday, Tuesday, or Wednesday, so that the samples arrive in our laboratory by Friday morning.

Our **mailing address** is the following:

Nelly Sabbaghian
 Lady Davis Institute - Jewish General Hospital
 3755 Côte-Sainte-Catherine Road, Room E-425
 Montreal, Quebec, Canada
 H3T 1E2
 Phone: 514-340-8222 ext. 23067 or ext. 25116

You will have to fill a **FedEx Shipper’s Declaration** on which you have to describe the products you send, the UN number, the exact name in English with the technical name in parenthesis, the class of dangerous goods the product belong and the type of packaging. Here is an example with human specimens (please specify the type of specimen; for e.g.: DNA, RNA, tumor block, slides, etc):

Dangerous Goods Identification						
UN or ID No.	Proper Shipping Name	Class	Packing Group	Quantity and type of packaging	Packing Inst.	Authorization
-	Exempt human specimen	- (Exempt human specimen, Non-infectious, Non-hazardous, Non-toxic, No commercial value, Not for clinical use, For research only)	-	1	-	

- You will also have to fill a **FedEx Air Waybill** on which you have to write similar information in the “Shipment Information” section
- Exempt Human Specimen (*please specify*), Non-infectious, Non-hazardous, Non-toxic, No commercial value, Not for clinical use, For research only
- On the **Proforma Invoice** document, state a total value of 1\$. Please give 1 original + 3 copies of this document to FedEx.
- For the **outer packaging**, please follow the instructions below.
- Mention that the human tissue samples are exempt from transportation regulation: “Exempt Human Specimen”. Please also add the following: “Non-infectious, Non-hazardous, Non-toxic, No commercial value, Not for clinical use, For research only”.
- Shipper’s and consignee’s address

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