MAYO CLINIC
LABORATORIES

United States Shipping Guide

Transporting specimens within the United States





THIS GUIDE HAS BEEN DEVELOPED TO MEET THE FOLLOWING OBJECTIVES:

- Define the supplies that may be used and where to order.
- Describe the differences between types of specimens and how they should be shipped.
- Explain the process for properly packaging and shipping specimens.

SPECIMEN INTEGRITY

Mayo Clinic Laboratories' goal is to ensure that the needs of the patient are met. This includes ensuring all medical specimens arrive at the testing facility:

- At the correct temperature for testing.
- Intact in the container, without breakage or leakage.
- In compliance with all applicable regulations.
- In the shortest possible time.

A specimen may become unsuitable for testing if temperature conditions are not maintained or if the shipment is damaged during transport. In these cases, a new specimen may need to be collected, which can delay treatment and impact patient care.

LOGISTICS SUPPORT

Mayo Clinic Laboratories Global Logistics is available for support 24 hours a day, 365 days a year. Call toll-free:

800-533-1710



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Obtain certification

SCAN

OBTAIN DANGEROUS GOODS SHIPPING CERTIFICATION

Dangerous goods (hazardous materials) are defined as items or substances that can be a risk to:

- Health
- Safety
- Property
- Environment

Per International Air Transport Association (IATA) regulations, a dangerous goods certificate of training is required for any person who is involved in the preparation and transport of dangerous goods by air. **This must be completed by staff BEFORE shipping anything and within 90 days of employment.**

To obtain Dangerous Goods Shipping certification through Mayo Clinic Laboratories, you must:

- Complete our free online course (renewal is required every two years).
- Take the online self-assessment quiz.
- For audit purposes, retain training records for a minimum of 36 months.

Important note: This free certification course is specific for shipping to Mayo Clinic Laboratories.

Order shipping supplies

SCAN

ORDER RECOMMENDED SUPPLIES

To ensure safe specimen transport, Mayo Clinic Laboratories suggests use of our recommended collection and shipping supplies. Registered users can access our online supply catalog here.

OUR SUPPLY DIFFERENCE

- Aliquot tubes are pressure-tested.
- Screw-top tubes are used to protect from leakage.
- Boxes are certified and pre-labeled to fulfill the requirements of various regulatory agencies.
- Cool packs are shipped with refrigerate and ambient boxes.

COMMONLY USED SUPPLIES



T914 Aliquot tube, 5 mL



T068 Urine container



T915 Amber frosted tube



T146 Infectious container



T055 Bubble bags (10/bundle)



T027 Ambient specimen bags



T229 Refrigerate specimen bags



T121 Frozen specimen bags



T554 Pathology packaging kit



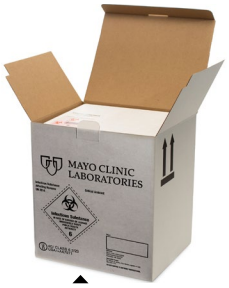
T328 Frozen shipping box



T362 Refrigerate/ambient shipping box



T001 Frozen stool shipping box, 10 lb (6/case)



T570 Infectious shipper (Category A boxes)



T629 Frozen 20 lb single Styro express box - cs/3



T841 Ref/Amb 20 lb single Stryro express box - cs/3



T970 Ambient shipping box, 5 lb



T668 Ambient shipping box - critical

Important note: Dry ice pellets for frozen shipments are not provided by Mayo Clinic Laboratories.

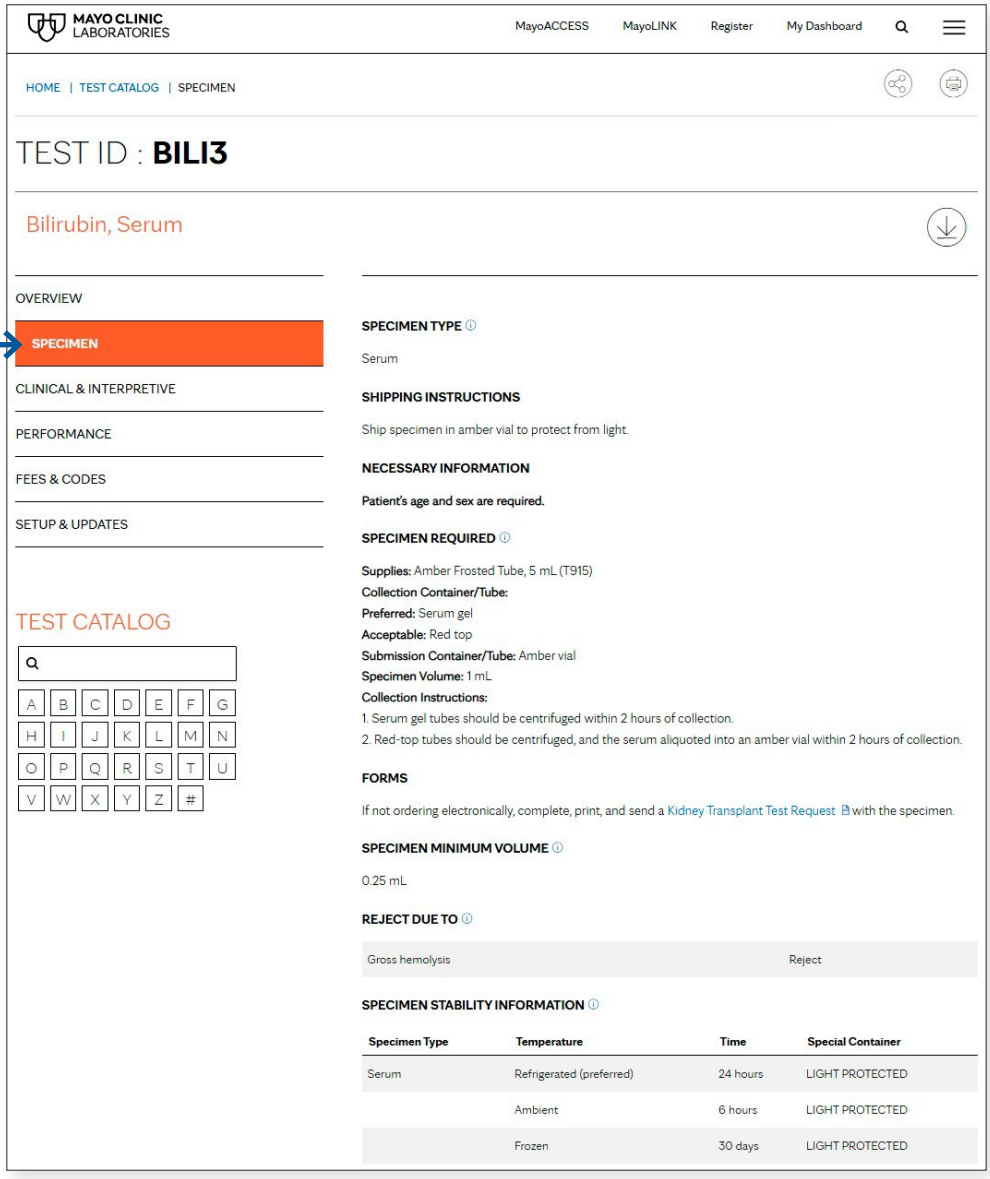
Confirm specimen requirements

SCAN

CHECK THE SPECIMEN REQUIREMENTS IN THE TEST CATALOG

Ensure specimens are collected and prepared according to the requirements listed on the specimen tab in the online test catalog.

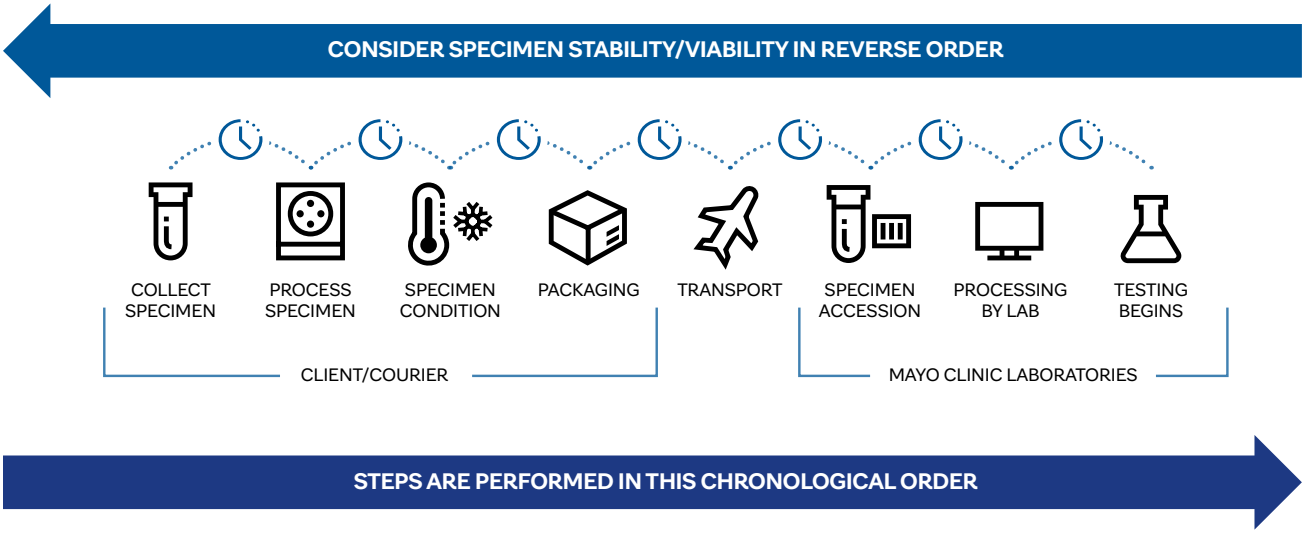
Find important details such as specimen requirements, additional forms needed, and stability information to ensure proper preparation, collection, and shipping of your specimen.



Maximize specimen viability

To calculate specimen viability, it is important to understand the amount of time between specimen collection and test commencement.

That time is comprised of the following elements:



EXAMPLES:

Consider using the shipping temperature that will provide the longest specimen stability.

- For example, a test may be stable for 72 hours ambient/refrigerate and 28 days frozen. It may be in the best interest of the sender to send this specimen frozen.

Pick the shipping day that will give the fastest transportation time to us and that will be the closest to the test's run day.

- In the following example, consider a test that has a 7-day stability and is run Monday through Friday.
  - If sent on a Monday with 2-day transit, Mayo Clinic Laboratories will receive it on a run day.
  - If sent on a Thursday and not received until Friday or later, this test may not be run until Monday pending stability.

Pack your specimen bags

PACK SPECIMENS IN OUR COLOR-CODED BIOHAZARD BAGS

Ensure all specimens are collected and prepared according to the requirements in the online test catalog.

Place specimen(s) in the appropriate temperature-specific biohazard bag. Ensure the bag is securely sealed.

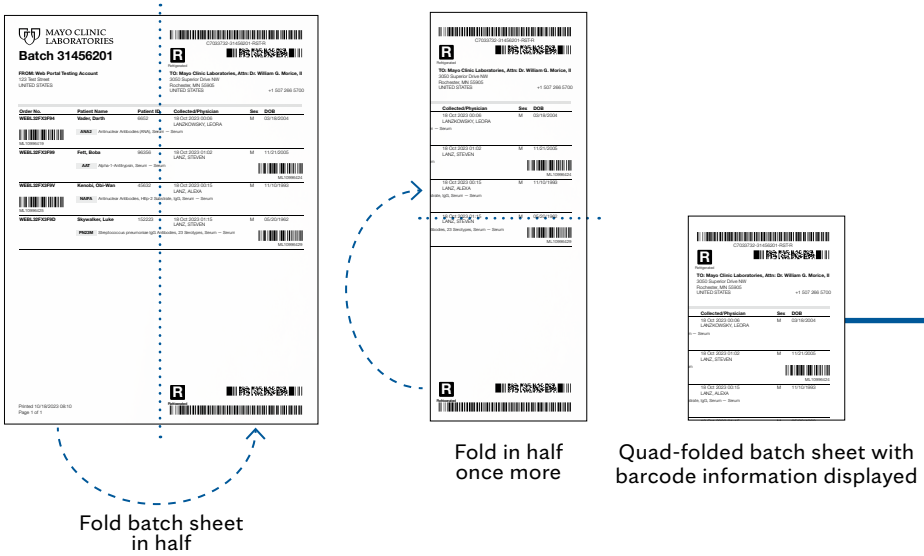
Reminder: Adhere to lab safety protocols when handling specimens.

INSERT TEST REQUEST FORM / BATCH SHEET

Place all pages of the corresponding Test Request Form or batch sheet in the outside pocket of the biohazard bag (quad-folded), ensuring the top-right barcode and delivery address are visible.

Include any additional required patient forms or paperwork.

Note: Only one Test Request Form or batch sheet should be included in each bag.





T027 Ambient speciman bag (Orange/White)



T229 Refrigerate bag (Pink)



T121 Frozen bag (Yellow)

Package your specimens

MAYO COURIER PICKUP

If you have a Mayo-provided courier service and you have placed specimens and batch sheets into appropriate bags, your specimens are ready for courier pickup and packaging. Place the specimens in a dedicated, well-marked, temperature-controlled area for the courier.

This completes your portion of the process.

The courier will pack the shipping box, ensure all markings are correct, and attach all applicable labels.

EXCEPTION TO PACKAGING RESPONSIBILITIES

Couriers provided by Mayo Clinic Laboratories cannot pack the following boxes. These must be packaged by your laboratory before courier pickup.

- Critical ambient
- Category A infectious
- Nerve Biopsy Kit (follow instructions in kit for proper packaging)
- Muscle Biopsy Kit (follow instructions in kit for proper packaging)

Please leave a copy of the batch sheet for your courier to scan upon pickup.

SHIPPING ON YOUR OWN

Please continue on in this guide for further instructions on the proper method to prepare and ship your own box.

CONTACT INFORMATION

For additional information or assistance regarding shipping procedures, contact Mayo Clinic Laboratories Global Logistics toll-free at:

800-533-1710

Understanding dangerous goods shipping categories

SCAN

UN2814 Category A Infectious substance, affecting humans:

- Infectious substances transported in a form that, when exposure to it occurs, can cause permanent disability, life-threatening or fatal disease to humans.
- Uncommon sample type, which must be packaged by the client.
- The Dangerous Goods section of the IATA website (www.iata.org/contentassets/b08040a138dc4442a4f066e6fb99fe2a/dgr-66-en-3.6.2.pdf) provides a "Classification of Infectious Substances" document that defines and classifies infectious substances, including those designated as Category A. Access document from the Mayo Clinic Laboratories website.

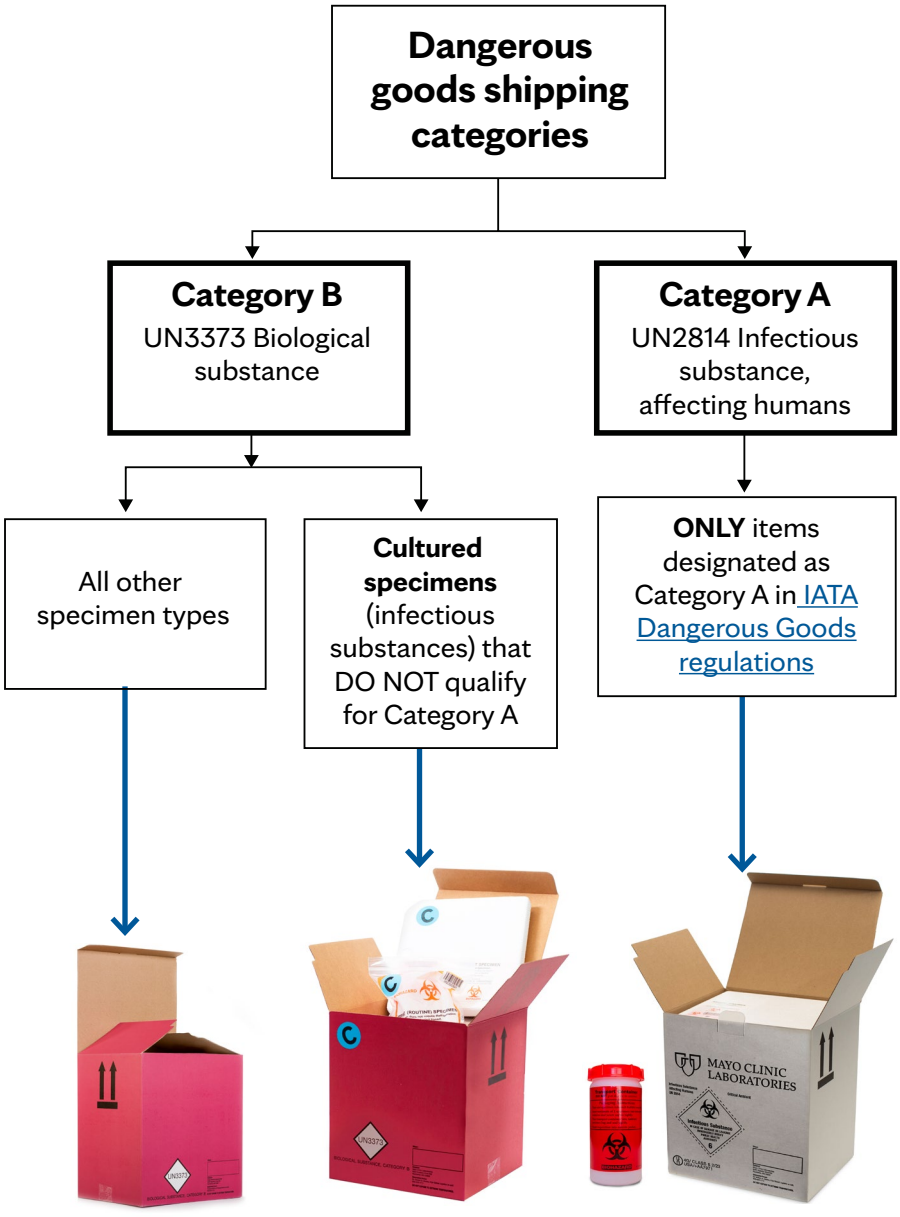
UN3373 Category B Biological substance:

- Infectious substances that do not meet the requirements for Category A.
- The most common sample type packaged by both clients and couriers.

Cultured specimens:

- Items included on the Microbiology Culture Tests list.
- Only a small number of cultured specimens are Category A.
- Cultured specimens that are Category B are required to be shipped in an Infectious container (T146) and marked with a blue C sticker (T549) on all layers of packaging so they can be routed appropriately.

The following pages will explain shipping procedures for each of these categories to ensure they arrive to Mayo Clinic Laboratories correctly.



Pack your box: PACKING CATEGORY B BOX

UN3373 BIOLOGICAL SUBSTANCE, CATEGORY B

Standard shipping boxes are labeled for shipping **UN3373 Biological Substance, Category B** specimens only, which applies to the majority of specimens sent to Mayo Clinic Laboratories.

If your specimen is classified as a Category A Infectious Substance (UN2814), use appropriate Category A packaging and refer to Category A Infectious Substance Guidelines.

UN3373 BIOLOGICAL SUBSTANCE, CATEGORY B

Standard use: Be sure to use the correct box for the desired temperature. Do **not** cover any preprinted markings on the box.

Non-dry ice shipments



The UN3373 marking must be on all boxes shipped by air and containing Biological Substance, Category B.

Write or attach a sticker with the complete shipper's information.

The words "Biological Substance, Category B" must be written legibly on the outside of the box for both air and ground shipments.

Dry ice shipments



If you are shipping dry ice, the Class 9 label is required. Write the amount of dry ice in kilograms (2.2 kg).

Pack your box: FROZEN SPECIMENS

UN3373 BIOLOGICAL SUBSTANCE, CATEGORY B

SCAN

1. Choose either 10 lb frozen box, 20 lb frozen box, or one half of the refrigerate/frozen box.
2. Pour 2 inches of dry ice in the bottom of the Styrofoam (Styro).
3. Place all frozen specimen bags into self-adhesive plastic bag and seal. Place filled and sealed plastic bag into Styro.
4. Fill the remainder of the Styro with dry ice to the fill line, ensuring that at least 2 inches of space remain open at the top for the lid.
5. Place the Styro lid on the container and ensure the lid is fully sealed with no visible gap.
6. Use only packaging tape to seal the box. Overlap the sides by 2 inches to ensure the container is sealed.



T328 T629

Important notes:

- Cool packs are not acceptable for maintaining frozen temperature.
- Dry ice pellets for frozen shipments are not provided by Mayo Clinic Laboratories.
- Wet ice is not acceptable for maintaining frozen temperature.
- Styrofoam lids should never bulge open or be taped shut. Dry ice needs to be able to allow the release of carbon dioxide.
- Self-adhesive bags should only contain specimen bags. They should not contain dry ice or cool packs.
- 5 lb boxes are intended for ambient shipping ONLY. They do not hold temperature for refrigerate or frozen shipping, and your specimens will be at risk of cancellation.
- If shipping stool containers, you may also use the T001-Frozen Stool Shipping Box.

Pack your box: REFRIGERATE SPECIMENS

UN3373 BIOLOGICAL SUBSTANCES CATEGORY B

SCAN

1. Choose either 10 lb refrigerate box, 20 lb refrigerate box, or one half of the refrigerate/frozen box.

2. If using a 10 lb box or half of the larger box, place one frozen cool pack flat on the bottom of the Styro.

   If using a 20 lb box, place **three** frozen cool packs flat on the bottom of the Styro.

3. Place all refrigerate specimen bags into self-adhesive plastic bag and seal.

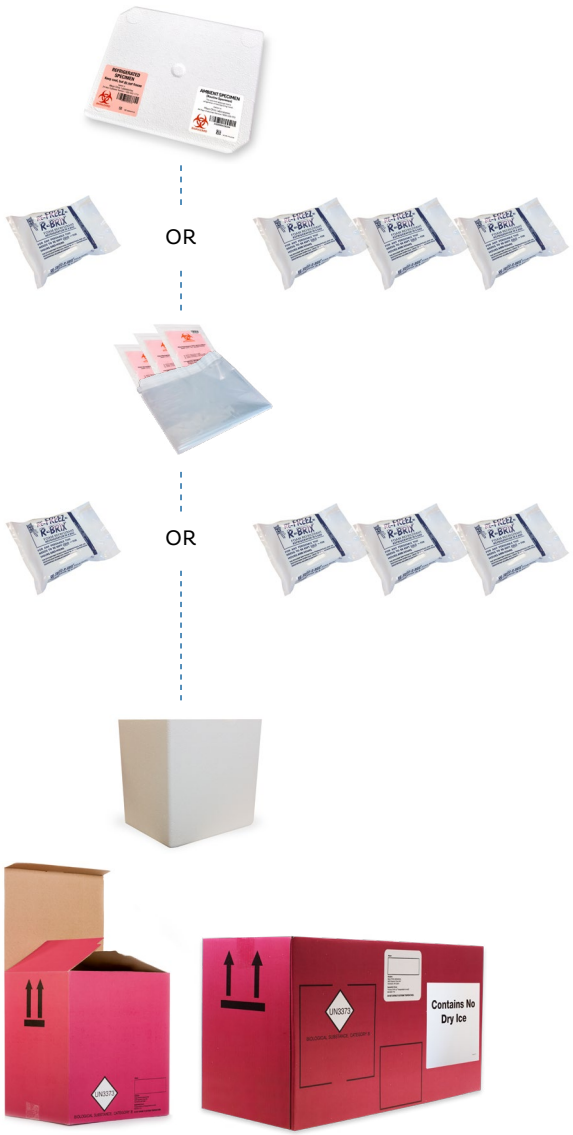
   Place filled and sealed plastic bag into Styro.

4. If using a 10 lb box or half of the larger box, place one frozen cool pack flat on the top of the bag in the Styro.

   If using a 20 lb box, place **three** frozen cool packs flat on the top of the bag in the Styro. Ensure that at least 2 inches of space are available inside the Styro.

5. Place the Styro lid on the container and ensure the lid is fully sealed with no visible gap.

6. Use only packaging tape to seal the box. Overlap the sides by 2 inches to ensure the container is sealed.



T362 **T841**

Important notes:

- For refrigerate shipping, cool packs must be frozen for a minimum of 24 hours at a range of -10 to -20 degrees Celsius (-4 to 14 degrees Fahrenheit). Do not freeze at colder temperatures.
- Cool packs should **never** be flash frozen using dry ice, as this will freeze the specimens.
- 5 lb boxes are intended for ambient shipping **only**. They do not hold temperature for refrigerate or frozen shipping, and your specimens will be at risk of cancellation.
- Self-adhesive bags should only contain specimen bags. They should not contain dry ice or cool packs.

Pack your box: AMBIENT SPECIMENS

UN3373 BIOLOGICAL SUBSTANCES CATEGORY B

SCAN

1 Choose either 5 lb ambient box, 10 lb ambient box, or 20 lb ambient box.

2 If using a 5 lb or 10 lb box, place **one** room-temperature gel pack flat on the bottom of the Styro. If using a 20 lb box, place **three** room-temperature gel packs flat on the bottom of the Styro.

3 Place all ambient specimen bags into self-adhesive plastic bag and seal.

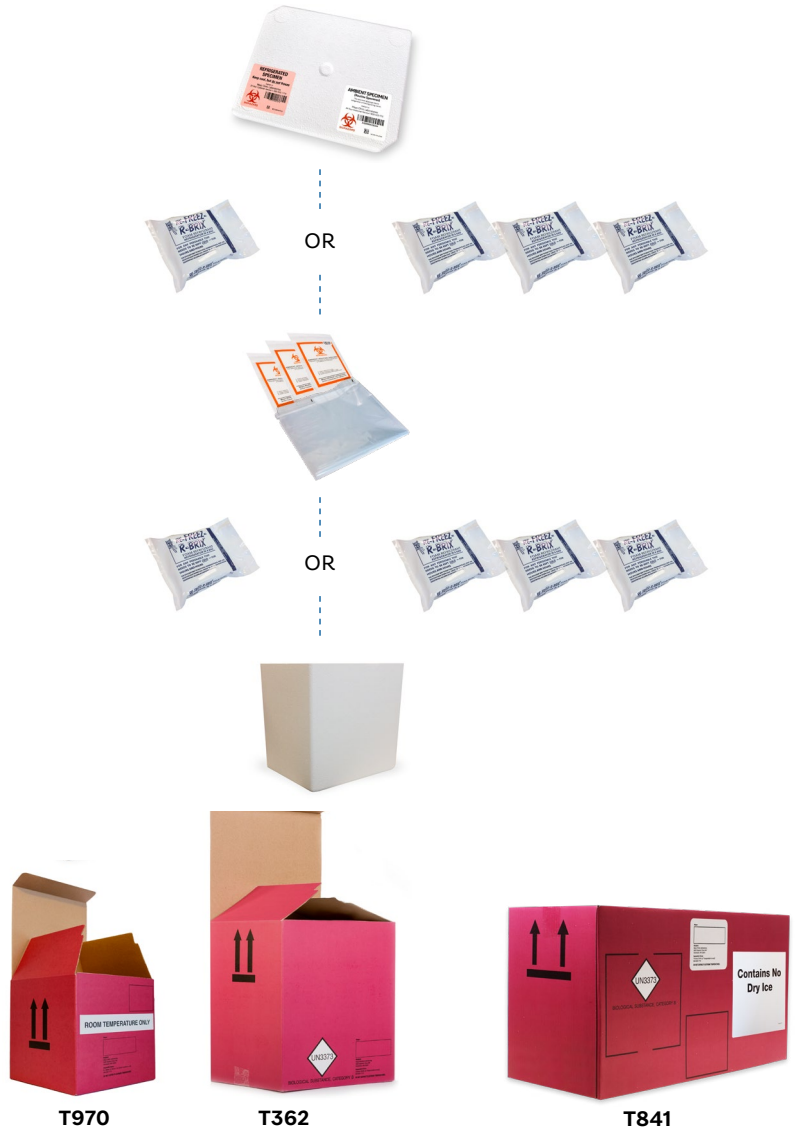
Place filled and sealed plastic bag into Styro.

4 If using a 10 lb box, place **one** room-temperature gel pack flat on the top of the bag in the Styro. If using a 20 lb box, place **three** room-temperature gel packs on top of the bag in the Styro.

Ensure that at least 2 inches of space are available inside the Styro.

5 Place the Styro lid on the container and ensure the lid is fully sealed with no visible gap.

6 Use only packaging tape to close the box per the closing instructions. Overlap the sides by 2 inches to ensure the container is sealed.



T970 **T362** **T841**

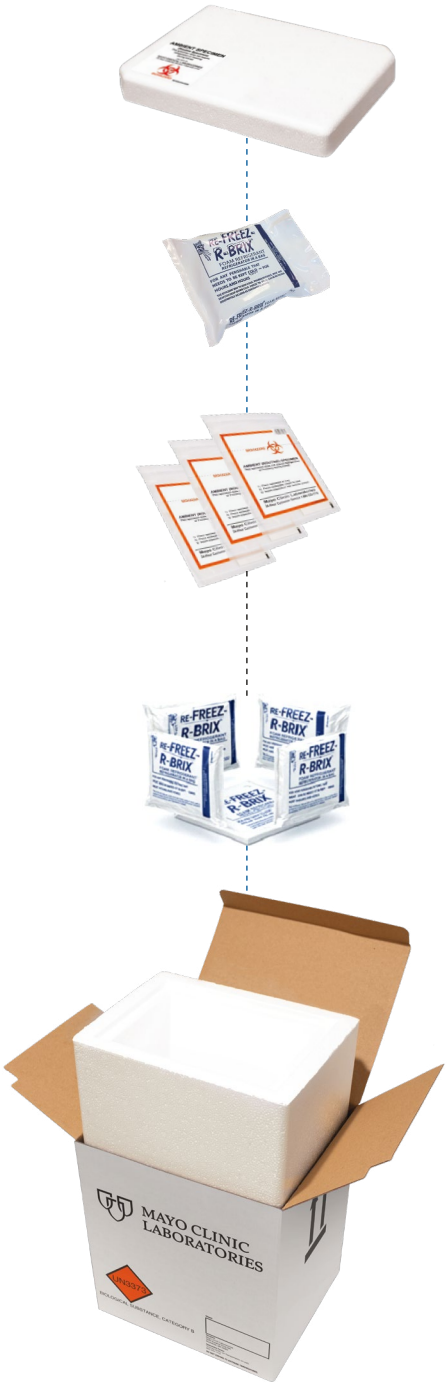
Important notes:

- Self-adhesive bags should only contain specimen bags. They should not contain dry ice or cool packs.
- 5 lb boxes are intended for ambient shipping ONLY. They do not hold temperature for refrigerate or frozen shipping, and your specimens will be at risk of cancellation. They should also not be used in winter months due to external temperature fluctuations.

Pack your box: CRITICAL AMBIENT SPECIMENS

UN3373 BIOLOGICAL SUBSTANCES CATEGORY B

SCAN



T668

Mayo Clinic Laboratories provides clients with special packaging for ambient specimens where it is critical that the specimen remains ambient and protected from slight variations in temperature.

Use a critical ambient shipping box only for specified test codes. Refer to the test catalog to verify shipping requirements.

A 10-lb Styrofoam inside a white fibreboard shipping box is used for shipping these critical ambient specimens, which are completely surrounded by six room-temperature cool packs.

They must be packaged by the client and should not be opened by the courier unless specifically directed to do so by the client or by Mayo Clinic Laboratories prior to being shipped.

1. Choose your box.
2. Place one room-temperature gel pack flat on the bottom of the Styro.
3. Position four additional room-temperature gel packs up against the four sides of the Styro, creating a loading area for the specimens.
4. Place all critical ambient specimens bags into loading area in Styro.
5. Use final room-temperature gel pack to fully enclose the bag on all sides.
6. Ensure that at least 2 inches of space are available inside the Styro.
7. Place the Styro lid on the container and ensure the lid is fully sealed with no visible gap.
8. Use only packaging tape to close box per the closing instructions. Overlap the sides by 2 inches to ensure the container is sealed.

Important notes:

- If you have a courier, place a copy of the test request form or batch sheet with the box so they can scan it upon pickup. **Do not** permanently attach it to the box.
- If you have a critical ambient specimen but do not have a Mayo Clinic Laboratories critical ambient box, you can package your specimens surrounded by six room-temperature cool packs in a box.

Pack your box: AMBIENT CULTURED SPECIMENS

UN3373 BIOLOGICAL SUBSTANCES CATEGORY B

SCAN

1. Choose either 10 lb ambient box, or 20 lb ambient box.

2. If using a 10 lb box, place one room-temperature gel pack flat on the bottom of the Styro. If using 20 lb box, place three room-temperature gel packs flat on the bottom of the Styro.

3. Package the specimen in the infectious container.
   - Place specimen in a clear ziplock bag with absorbent sheet; seal. (One specimen per bag.)
   - Place sealed specimen bag in bubble wrap bag, remove strip, and seal.
   - Insert into transport container; tighten cap. (Max 2 bubble wrapped specimens).

4. Place container into ambient biohazard bag labeled with the “C” sticker and seal.

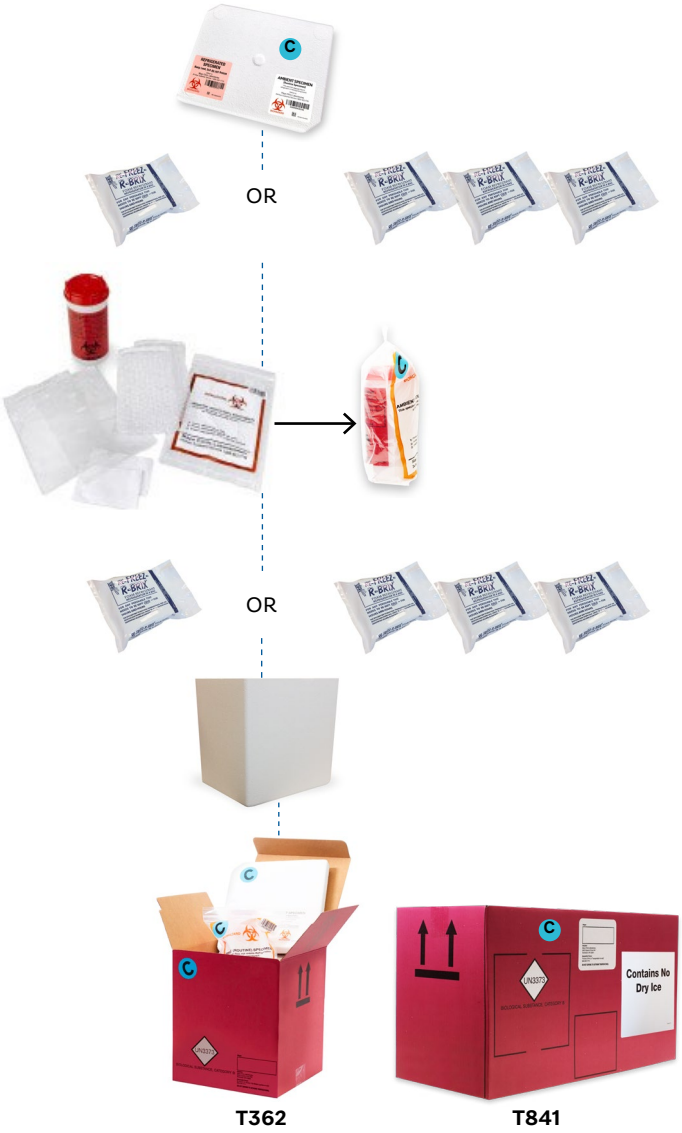
5. Insert specimen paperwork in the outer pocket of the biohazard bag (do not place inside with the specimen).

6. Place bagged container into Styro.

7. If using a 10 lb box, place one room-temperature gel pack flat on the top of the bag in the Styro. If using 20 lb box, place three room-temperature gel packs on top of the bag in the Styro. Ensure that at least 2 inches of space are available inside the Styro.

8. Replace the Styro lid ensuring there is a tight seal, and place blue “C” sticker onto the lid of the Styro.

9. Use only packaging tape to close box per the closing instructions. Overlap the sides by 2 inches to ensure the container is sealed. Place blue “C” sticker on the outside of the box.



T362 **T841**

Pack your box: PACKING CATEGORY A SPECIMENS

UN2814 CATEGORY A INFECTIOUS SUBSTANCE, AFFECTING HUMANS

SCAN

The following information describes Mayo Clinic Laboratories' methods of packaging and shipping Category A Infectious Substances.

The packaging certified to transport infectious specimens legally and safely is a combination package consisting of inner and outer containers that have passed all tests required by IATA and Department of Transportation (DOT). Mayo Clinic Laboratories provides a certified shipping container, which includes the infectious container kit.

This combination package is certified to transport Category A Infectious Substances only if it is used properly. The box and the inner container by themselves are not considered certified.

LABELING CATEGORY A INFECTIOUS SUBSTANCE SHIPMENTS

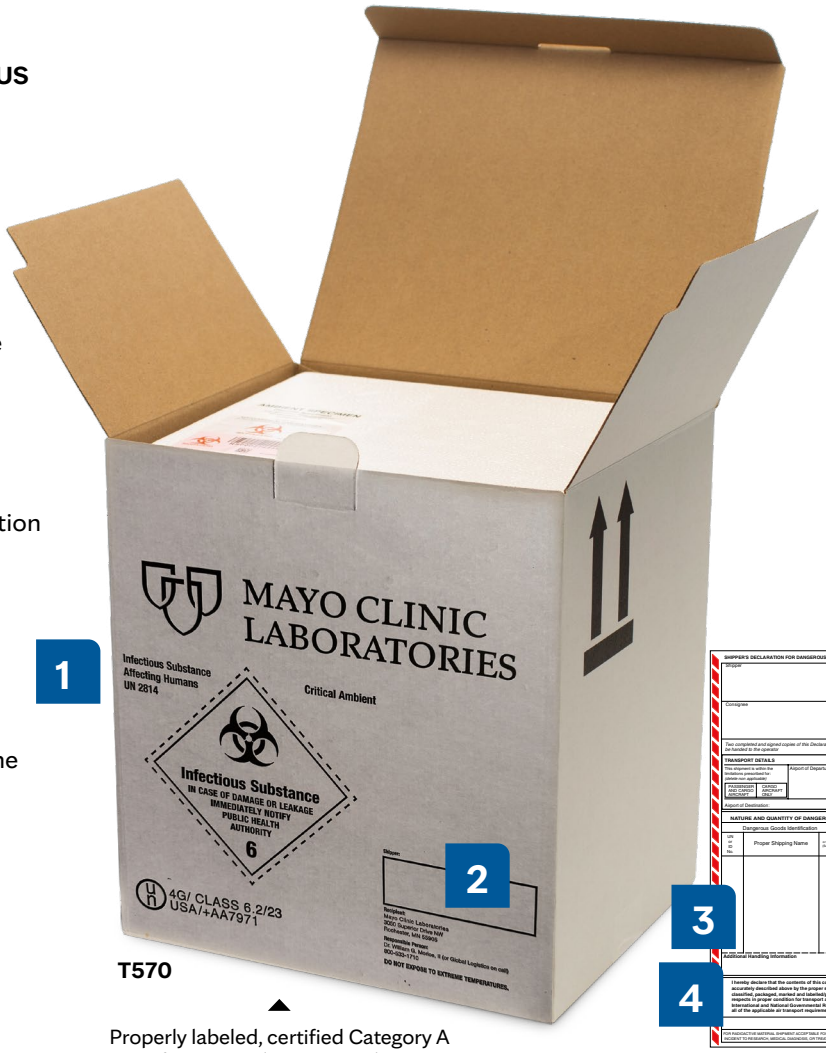
Before shipping a Category A Infectious Substance package, be sure to remember the following:

1 The UN2814 marking must be on all boxes shipped by air and containing Infectious Substance Affecting Humans, Category A.

2 Write or attach sticker with complete shipper information.

3 Complete the Shipper's Declaration document as shown on the following page.

4 Complete four copies of the Shipper's Declaration. Keep one on file for two years and place the other three inside a plastic pouch attached to the box, so the paperwork will arrive safely to the destination.



Properly labeled, certified Category A Infectious Substance package

Shipper's declaration

Pack your box: CLIENT PREPARATION AND SHIPPER'S DECLARATION

UN2814 CATEGORY A INFECTIOUS SUBSTANCE, AFFECTING HUMANS

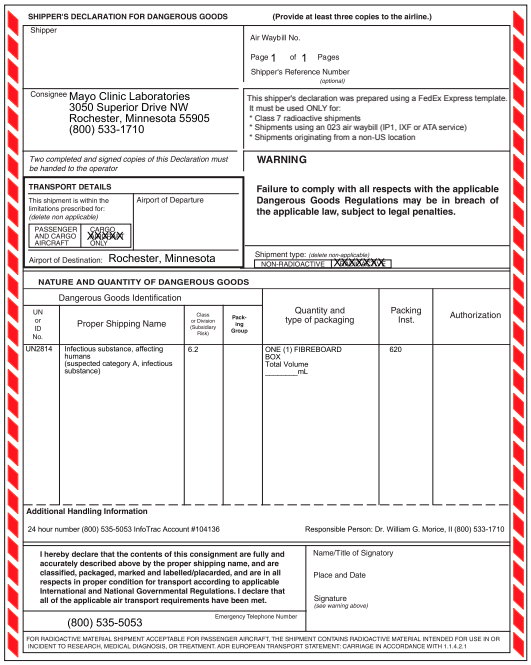
CLIENT PREPARATION

As the shipper, your laboratory is responsible for determining whether a specimen is Category A or Category B. Couriers do not make this determination but must recognize and appropriately handle packages labeled UN2814 – Infectious Substance Affecting Humans.

The client is required to prepare the specimen and package the Category A shipping box according to the packaging procedures outlined on the following page.

PACKAGING CATEGORY A REMINDERS

- It's important to never mix Category A and Category B shipments in the same box, as they have different packaging and transit requirements.
- Shipping a Category A infectious box requires completing a Shipper's Declaration Form as well as a FedEx air waybill.
- FedEx is the only approved carrier for shipping Category A infectious specimens.



SHIPPER'S DECLARATION FOR DANGEROUS GOODS (Provide at least three copies to the airline.)

Shipper

Air Waybill No.

Page 1 of 1 Pages

Shipper's Reference Number (optional)

Consignee Mayo Clinic Laboratories
3050 Superior Drive NW
Rochester, Minnesota 55905
(800) 533-1710

This shipper's declaration was prepared using a FedEx Express template.
It must be used ONLY for:
* Class 7 radioactive shipments
* Shipments using an 023 air waybill (IP1, IXF or ATA service)
* Shipments originating from a non-US location

Two completed and signed copies of this Declaration must be handed to the operator

WARNING

Failure to comply with all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

TRANSPORT DETAILS

This shipment is within the limitations prescribed for: *(delete non applicable)*

PASSENGER AND CARGO AIRCRAFT | CARGO AIRCRAFT ONLY XXXXX

Airport of Departure

Airport of Destination: Rochester, Minnesota

Shipment type: *(delete non-applicable)*

NON-RADIOACTIVE XXXXXXX

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification				Quantity and type of packaging	Packing Inst.	Authorization
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group			
UN2814	Infectious substance, affecting humans (suspected category A, infectious substance)	6.2		ONE (1) FIBREBOARD BOX Total Volume _____ mL	620	

Additional Handling Information

24 hour number (800) 535-5053 InfoTrac Account #104136

Responsible Person: Dr. William G. Morice, II (800) 533-1710

I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable International and National Governmental Regulations. I declare that all of the applicable air transport requirements have been met.

Name/Title of Signatory

Place and Date

Signature *(see warning above)*

(800) 535-5053 Emergency Telephone Number

FOR RADIOACTIVE MATERIAL SHIPMENT ACCEPTABLE FOR PASSENGER AIRCRAFT, THE SHIPMENT CONTAINS RADIOACTIVE MATERIAL INTENDED FOR USE IN OR INCIDENT TO RESEARCH, MEDICAL DIAGNOSIS, OR TREATMENT. ADR EUROPEAN TRANSPORT STATEMENT: CARRIAGE IN ACCORDANCE WITH 1.1.4.2.1

WHAT YOU NEED TO COMPLETE THE SHIPPER'S DECLARATION

- Shipper's Declaration Form (PDF or Word version).
- Adobe Acrobat Reader (for PDF) or Microsoft Word (for Word).

1 Shipper: Open the Form

- Open the PDF with Adobe Acrobat Reader (free from Adobe.com), or Open the Word version with Microsoft Word.

2 Save a blank copy of PDF or Word

- **PDF:** For future use (completed forms can't be saved).
- **Word:** Can save completed forms as needed.

3 Fill out the form: Use the TAB key to move between fields. Complete each section as follows:

- **Shipper:** Enter full name and address.
- **Air Waybill Number:** Enter the Air Waybill number.
- **Page of Pages:** Indicate page number (e.g., "Page 1 of 1 Pages").
- **Shipper's Reference Number:** Optional, for internal reference.
- **Consignee:** Mayo Clinic Laboratories, 3050 Superior Dr NW, Rochester, MN 55905
- **Transport Details**: Use an "**X**" to block out either:
  - "Passenger and Cargo Aircraft" (if only cargo aircraft allowed).
  - "Cargo Aircraft Only" (if both passenger and cargo aircraft are allowed).
- **Airport of Departure/Destination:** Optional, may be left blank.
- **Shipment Type:** Use an "X" to block out either:
  - "NON-RADIOACTIVE" (if shipment is not radioactive material).
  - "RADIOACTIVE" (if shipment contains radioactive material).
- **Nature and Quantity of Dangerous Goods:**
  - **Enter details as per IATA 8.1.6.9:** Start with UN or ID Number. Use the SPACE BAR to move across columns. If text overflows, use ENTER to continue on a new line.
- **Additional Handling Information:** see IATA 8.1.6.11.
- **Emergency Telephone Number:** Required for all dangerous goods shipments to, from, within, or through the U.S.
- **Name of Signatory:** Enter the name of the person signing.
- **Date:** Enter the date and location of signing.

4 Print and Sign: Handwritten signature required (per IATA 8.1.4.1).

- Exception: Typed signature is allowed only if both origin and destination are within the U.S. or its territories.

5 Submit Copies: Provide at least 3 signed copies to FedEx. All completed forms must have red hatchings on the sides.

- If shipping multiple outer packages or overpacks:
  - Attach one extra black and white copy of the declaration to each.

Important notes: Complete four copies of the Shipper's Declaration. Keep one on file for two years and place the other three inside a plastic pouch attached to the box, so the paperwork will arrive safely at the destination. The Shipper's Declaration for Category A needs to be typed and not handwritten. Because Category A shipments are high-risk, any ambiguity in the documentation can lead to the shipment being rejected, delayed, or posing a safety hazard during transit.

Pack your box: PACKING CATEGORY A SPECIMENS

UN2814 CATEGORY A INFECTIOUS SUBSTANCE, AFFECTING HUMANS

All Category A specimens must be packaged by the client. Couriers are not able to pack these packages on your behalf.

1 Choose the Category A Infectious Substance shipping box.

2 Place **one** room-temperature gel pack flat on the bottom of the Styrofoam transportation cooler (Styro).

3 Position four additional room-temperature gel packs up against the four sides of the Styro, creating a loading area for the specimen.

4 Package the specimen in the infectious container.

- Place specimen in a clear ziplock bag with absorbent sheet; seal. (One specimen per bag.)
- Place sealed specimen bag in bubble wrap bag, remove strip, and seal.
- Insert into transport container; tighten cap. (Max 2 bubble wrapped specimens.)

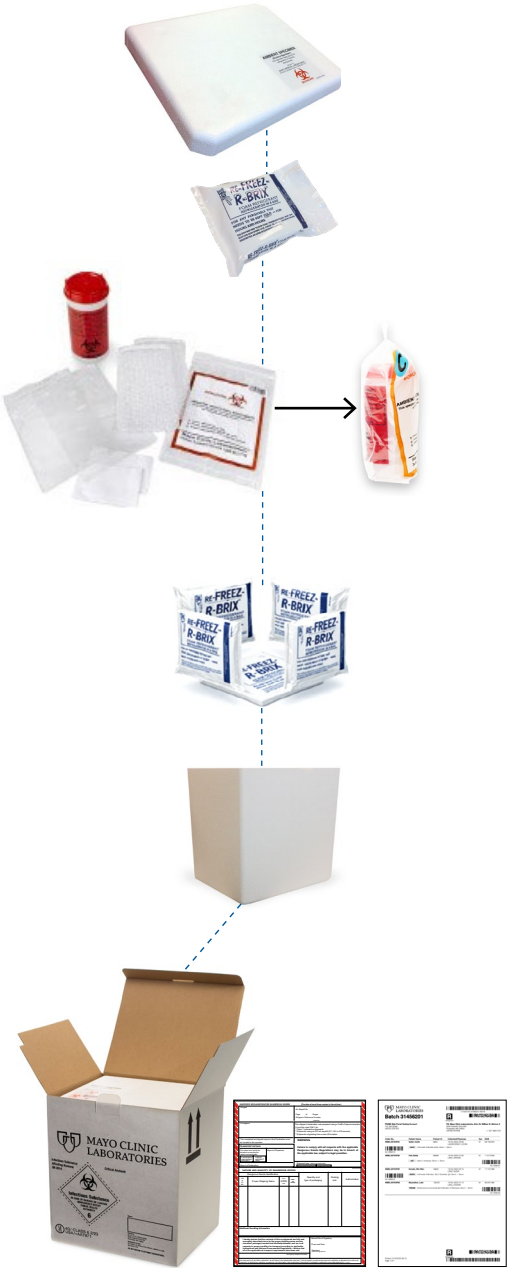
5 Place infectious container into the routine ambient bag that is included with the container.

6 Insert specimen paperwork in the outer pocket of the biohazard bag (do not place inside with the specimen).

7 Place bagged container in loading area and place the sixth ambient cool pack on top, such that it is surrounded by ambient cool packs.

8 Replace the Styro lid and seal the box per instructions printed on the top inner flap of the box.

9 Complete the Shipper's Declaration and use a FedEx air waybill to ship overnight to Mayo Clinic Laboratories.



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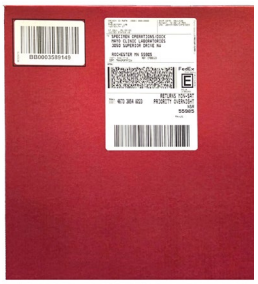
Important note:

- If you have a Mayo-provided courier, print an extra copy of the test request form or batch sheet and place it with the box for them to scan at pickup.

Finalizing your shipment: AIR WAYBILL AND SHIPPING REQUIREMENTS

COMPLETE THE AIR WAYBILL CORRECTLY

- Include Mayo Clinic Laboratories' complete shipping address (see below).
- Air waybills must be affixed to the box or must be the outermost document in pouch if applicable (must be visible at all times), being sure not to cover any existing box markings. Ideally, place the air waybill on the same side as the BB barcode (see image).



  - If shipping via FedEx, utilize "Priority Overnight" service only.
  - If shipping via UPS, utilize "Next Day Air" service.
  - Do not ship via United States Postal Service (USPS).
  - If shipping on a Thursday or Friday, please make sure the Saturday Delivery box is checked when creating the air waybill.
- DRY ICE REQUIREMENT (if applicable): On the air waybill and on the outside of your box, label 2.2 kg for weight of dry ice. Do not seal the Styrofoam container with tape.
- Use only packaging tape to seal the box. Overlap the sides by 2 inches to ensure the container is sealed. Regulatory markings on the box must be visible at all times.

To evaluate eligible carriers in your market, consider the following:

- **Transit time:** Which carrier provides the shortest transit time?
- **Weekend delivery:** Does the carrier provide Saturday delivery?
- **Permits:** Can the carrier help determine if region-specific paperwork is required?
- **Holidays:** Consider common holidays that may impact specimen travel time.

MAYO CLINIC LABORATORIES ROCHESTER SHIPPING INFO:

Mayo Clinic Laboratories
Attn: Specimen Operations - Dock
3050 Superior Dr. NW
Rochester, MN 55905
Phone: 800-533-1710

MAYO CLINIC LABORATORIES FLORIDA SHIPPING INFO:

Mayo Clinic Jacksonville
Stabile Building N
2nd Floor Rm 238N
4461 Mellish Dr.
Jacksonville, FL 32224
Phone: 904-953-2401

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