

HOW TO SHIP PACKAGES VIA FEDEX

FedEx Priority Overnight Service is the most commonly used at IBBR. All packages that need to be sent out as Priority Overnight must be brought down to the shipping and receiving office on the first floor of Building II, before 10AM that day. This will ensure that the sender, loading dock personnel and FedEx has time to do their part in shipping package out.

Before bringing the package for processing, an email containing the shipping information must be sent to:

Jorge Zamora (izamora1@umd.edu)

And copying:

Mark Leser (mleser@umd.edu)

Ronald Mark (rmark@ibbr.umd.edu).

The email must contain the following:

1. Recipient's and senders name
2. Complete addresses
3. Telephone #
4. Company name
5. Email addresses for all parties

Sender also needs to specify if the package contains dry ice, ice packs, or if it requires special treatment. See attachment on Shipping with dry ice, for more detailed instruction. Please specify if the package contains instruments or materials that need to be insured. If insurance is required, specify what dollar amount of insurance coverage is needed.

For international shipments: please provide detailed information about contents of the package including:

1. Purpose
2. Weight
3. Quantity

4. Custom value

Certain countries have customs restrictions in which very detailed information is required.

For example

I have a package to go out for Priority overnight shipment. The package should be marked room temperature and is not transgenic and does not require a permit.(If applicable) Please insure for the package for \$ 950. Recipient info is below

Recipient: John Doe

Assistant Professor

Department of Biological Sciences

Florida International University

11200 SW 8th Street

AHC1 229 Miami, FL CP. 33199

Office: 305 000-0000

Email: jdoe@gmail.edu

Sender: Jane Doe

Facility Manager

Department of FM

University of Maryland

Institute for Bioscience and Biotechnology Research

9600 Gudelsky Drive

Rockville, MD 20850

Office: 240 000-0000

Fax: 240-000-0001

Email: janedoe@gmail.edu

(If needed) We have everything necessary for properly packing and sending packages.

For more efficient service and good coordination with FedEx we appreciate you letting us know as early as possible that you need to schedule a shipment. Shipping office is open at 8 AM (M-F) Except Holidays.



SHIPPING DRY ICE

Introduction

Many perishable items, such as food, medical shipments or non-hazardous chemicals, are shipped with dry ice as a refrigerant. As long as the dry ice is not chilling a dangerous good (as defined by the U.S. Department of Transportation or the International Air Transport Association), the procedures for shipping are straightforward and easy. When a *company* ships dry ice the shipment must be prepared by an employee **trained** in the Dangerous Goods regulations. For information or to register for FedEx Express Dangerous Goods Seminars, go to fedex.registration.meetingevolution.net.

Before You Prepare Your Shipment

When shipping internationally, call FedEx International Customer Service at 1.800.GoFedEx 1.800.463.3339 and say "international services" to check commodity acceptability by service and origin in combination with the destination city/postal code/country. Some service limitations also exist for Alaska and Hawaii. Call 1.800.GoFedEx 1.800.463.3339 for more information.

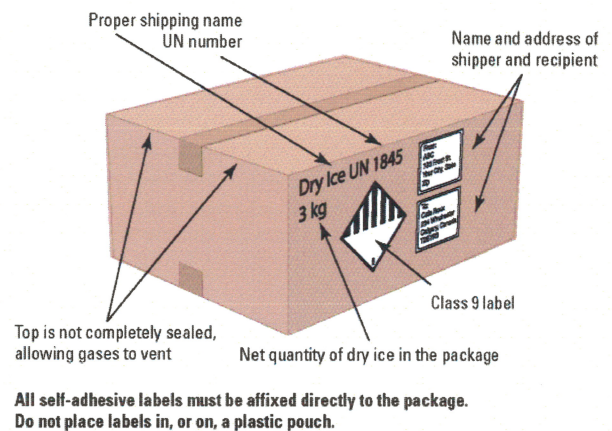
How To Prepare a Dry Ice Shipment

1. Package

- Dry ice releases carbon dioxide gas which can build up enough pressure to rupture the packaging. You must ensure the packaging you use allows the release of this pressure to prevent rupturing the package. For example, do not use steel drums or jerricans as outer packaging, and do not place dry ice within sealed plastic bags.
- Use good quality fiberboard (corrugated cardboard), plastic or wooden boxes. FedEx® packaging may not be used.
- A layer of Styrofoam within a box works well as insulation. Ensure the styrofoam IS NOT sealed to be airtight.
- Styrofoam must not be used as an outer packaging unless it has been preapproved by FedEx Packaging Services (1.800.633.7019).
- The maximum amount of dry ice per package is 200 kg.
Exception: Overpacks containing dry ice and shipments which meet Special Provision A151.

2. Mark

- The following package markings are required:
 - a. Dry Ice (or Carbon Dioxide Solid)
Note: The Proper Shipping Name, namely Dry Ice (or Carbon Dioxide Solid) must be on the same surface of the package as the hazard label or Class 9 label, when package dimensions are adequate.
 - b. UN 1845
 - c. The net quantity of dry ice in the package or overpack, in kilograms (1 kg = 2 lb).
- The name and address of both the shipper and recipient must be durably marked. This information can be marked on the package



itself, or you can mark the shipper and recipient information in the address blocks of the FedEx Express Dry Ice label with a magic marker or pen.

- The shipper and recipient markings are satisfied when the self-adhesive FedEx Express electronic shipping label has this information preprinted on it.

New Minimum Marking Sizes

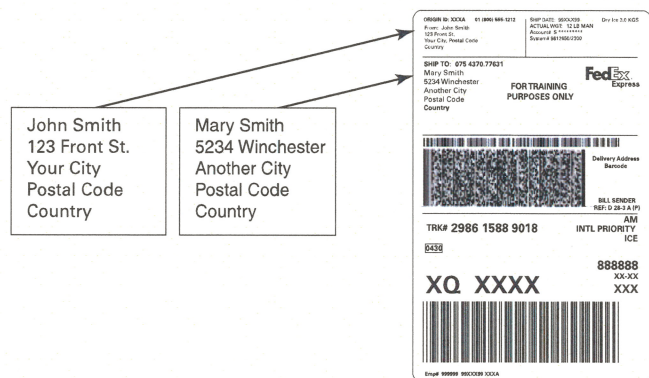
- Package capacity > (greater than) 30 KG
- requires 12 mm type or larger for UN 1845
- Package capacity > 5 KG up to 30 KG
- requires 6 mm type or larger for UN 1845
- Package capacity < (less than) 5 KG
- requires the package marking UN 1845 to be of adequate size
- Other package markings and overpack used markings should be 12 mm or larger if package capacity is greater than 30 kg, 6 mm or larger for package capacity at 30 kg or less.

NOTE: If using a Dry Ice label with preprinted UN number, please handwrite the UN number to ensure appropriate marking size for package capacity.

Acceptable as Shipper and Recipient Markings:

- Addresses completed on the FedEx Express Dry Ice label.
- FedEx Ship Manager® self-adhesive electronic shipping label (with both addresses) placed directly on the package.
- Peel-and-stick FedEx Express Package US Airbill attached directly to the package.
- Package durably marked with both addresses with a magic marker or pen.
- Separate self-adhesive label(s) with addresses handwritten or typed/computer generated.
- A piece of paper with both addresses taped to the package with clear package tape. Entire surface of the paper must be taped.

UN 1845 (12 mm)
UN 1845 (6mm)



Unacceptable as Shipper and Recipient Markings:

- A paper airbill or sheet of paper from a FedEx electronic shipping device attached to the package in a pouch.
- A FedEx Ship Manager electronic shipping label attached to the package in a pouch, or placed on top of a pouch.