



LIFE APEX

General guidance on how to ship samples within the project

1. Shipping with Dry Ice: Please request dry ice from a local supplier within your country/region:

- Due to sublimation processes, dry ice is produced only on demand
- Please ask your local supplier for quantities (depending on the weight of sample material) and request adequate boxes for shipment
- Dry ice needs to be stored at least at -20°C at your institution until courier will pick the package up to avoid the excessive sublimation
- You can invoice the receipt of the dry ice delivery by sending an e-mail to the project Financial Manager: *insert the name of the responsible person / contact details*

2. Courier Order: Once you know the delivery date of the dry ice:

- Please contact *insert the name of the responsible person / contact details* to arrange the courier transport for you

Please provide the following information by e-mail:

1. size of the parcel (cm x cm x cm)
2. weight of dry ice (kg)
3. weight of the parcel in total (kg)
4. address from where the samples have to be picked up (+ contact details of contact person at your institute, e-mail, phone number)

IMPORTANT: The transport should ideally take place at the same day or alternatively on the next day of dry ice delivery (around 20% of dry ice sublimates during 24h at 20°C. It is much less if the dry ice is kept at -20°C) / The last shipment should be organised on Wednesday in order to ensure the arrival of the samples until Thursday/Friday.

Receiver:

Please note on the parcel: *project reference: name / project number*

- For the samples **not subjected** to CITES permits, samples should be shipped to the following address:

Insert the name / address of the organisation / name of the contact person / address / e-mail / phone no.

- For the samples **subjected** to CITES permits, samples should be shipped to the following address:



Insert the name / address of the organisation with CITES permit / name of the contact person / address / e-mail / phone no.

IMPORTANT: Please provide also by e-mail (insert the name of the responsible person / e-mail address) relevant information about the samples:

- matrix (species, liver/muscle tissue, pooled/not pooled)
- date of sampling/death
- region of sampling

3. Insert the name of the person responsible for the organization of the courier (as in point. 2) will send you the courier vouchers for print out, those have to be attached to the package:

- If possible: include a CITES permission or alternatively a permission that the samples are taken within your country and that your institute has the permission to collect the respective samples

4. Please attach the “Non Hazardous Content Declaration”, required for your shipment:

- Please replace the marked phrases, according to your shipment information
- Please print out the document and place it on the box

5. Additionally:

- Please ask for the LIFE APEX guidance on sample selection, processing and labeling for further information

You will receive a confirmation e-mail once the samples have arrived.

Thank you for your collaboration!

LIFE APEX Team