

## Instructions for International REPLI-g® Service Sample Shipment

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# 1. Sample Preparation

## 1.1. General recommendations

Please take your time to pack your samples safely in order to avoid damage during shipment. We highly recommend sending the samples in 96 well format, e.g. micro titre plates or deep well blocks. Even if you have a limited number of samples, the use of plates provides safe shipment; it avoids errors during sample handling, and problems and nomenclature. Plates must be tightly sealed with strip caps, cap mats, or heatsealed foil. For all deep well plates being shipped to QIAGEN, we recommend VWR cap mats (cat. No. 10011-946).

Each plate should be wrapped in padded material such as foam wrap or bubble wrap before packaging with dry ice. Plates should not be placed directly in contact with the dry ice, nor should the plates be inside of a plastic bag. Each plate should be labelled on the side of the plate. Tubes should be tightly sealed and labelled. Tubes should be shipped within a tube sample box that limits the movement of the tubes. Each tube box should be wrapped in padded material such as foam wrap or bubble wrap before packaging with dry ice.

## 1.2. Genomic DNA

If you are sending genomic DNA, please follow the general recommendations under section 1.1. Genomic DNA is not defined as diagnostic specimen in the International Air Transport Association (IATA) packing instructions and therefore no special packaging requirements have to be fulfilled.

Please follow the instructions for filling out the commercial invoice form and the international air waybill.

## 1.3. Diagnostic Samples

Please be aware that uncharacterized human material (e.g., blood, blood spots, buccal swabs, etc) are defined as diagnostic specimens in section 3.6.2.1.4. of the IATA Dangerous Goods regulations.

Shippers of diagnostic specimens where a relatively low probability exists that infectious substances are present must comply with IATA Packaging Instruction 650 (see below). The shipper must be certified to handle hazmat shipping. Diagnostic specimens being transported for diagnostic or investigational purposes fall under this category where a low probability exists that infectious substances are present. Please ensure that sample shipments are prepared in such a manner that they arrive at QIAGEN Genomic Services in good condition and that they present no hazard to persons or animals during shipment.

## Packing Instruction 650 General Requirements

Diagnostic specimens must be packed in good quality packaging, which must be strong enough to withstand the shocks and loadings normally encountered during transport. Packaging must be constructed and closed to prevent any sample loss of contents during transport. Shipping containers can be obtained commercially at companies like Saf-T-Pak, VWR, or Fisher.

Primary receptacles must be packed in secondary packaging in such a way that, under normal conditions of transport, they cannot break, be punctured, or leak their contents into the secondary packaging. Secondary packaging must be secured in outer packaging with suitable cushioning material. Any leakage of the contents must not substantially impair the protective properties of the cushioning material or of the outer packaging.

An itemized list of contents must be enclosed between the secondary packaging and the outer packaging.

### General Requirements

Inner packagings comprising:

- Water tight primary receptacle(s) - maximum quantity 1 L
- Water tight secondary packaging - maximum quantity per outer packaging 4 L
- Absorbent material - placed between primary receptacle and secondary packaging
- Multiple primary receptacles must be wrapped individually

Outer packaging of adequate strength for its capacity, weight, and intended use.

- Completed package must be capable of passing a drop test in 6.5.1 at a height of 1.2 m
- Primary receptacle or secondary packaging must withstand without leakage an internal pressure differential of 95 kPa (.95 bar, 13.8 lb./Sq in ) in a range of -40°C to +55°C.
- Packages must be at least 100 mm (4 in) in the smallest external dimension
- Itemized list of contents must be between the secondary packaging and outer packaging

Each package and the “Nature and Quantity of Goods” box of the air waybill must show the text “DIAGNOSTIC SPECIMEN PACKED IN COMPLIANCE WITH IATA PACKING INSTRUCTION 650”. Provided the diagnostic specimens are packed in accordance with this packing instruction, no other requirements apply (i.e., a Shippers Declaration for Dangerous Goods is not required)

## 1.4. Order Form

Please download the order form from our website and e-mail the completed order form to [wga@qiagen.com](mailto:wga@qiagen.com). If you are unable to locate the form, email [wga@qiagen.com](mailto:wga@qiagen.com) and ask for a copy to be emailed to you.

## 1.5. International Air Waybill

QIAGEN has selected Federal Express as our preferred carrier to Germany. Please follow this checklist carefully to ensure that your samples are processed efficiently through FedEx and German customs. FedEx offers cold storage and emergency dry ice top off if you notify your local FedEx contact as to the package requirements. Authorization for continued top-offs may require you to fax FedEx forms. Please contact FedEx for details.

On a FedEx International Air Waybill, write in the date of shipment, your account number, and your complete address and phone number in box no. 1.

In box no. 2, enter: QIAGEN Genomic Services  
André Bahr, Anke Singer, Holger Wedler  
Phone +49 2103 29 16345, +49 2103 29 16234  
QIAGEN GmbH  
QIAGEN Str. 1  
D-40724 Hilden, Germany

Please select your sample type(s) from the list below and enter a description and harmonized code for the contents of your shipment in box no. 3.

**DNA samples** (e.g., genomic DNA): write “2934.99.90.00 Nucleic Acids,  
Contained in (give number) vials/plastic plates.”

**Whole blood**: write “3002.90.51.10 Whole human blood, contained in (give  
number) vials/plastic plates (delete as appropriate), for investigational purposes”

**Blood spots**: write “3002.90.51.50 Blood spots from whole human blood on paper,  
contained in (give number) vials/plastic plates, for investigational purposes”

**Buccal swabs**: write “3002.90.51.50 Human buccal swabs, contained in (give  
number) vials/plastic plates (delete as appropriate), for investigational purposes”

**Mouthwash**: write “3002.90.51.50 Human sputum, contained in (give number) vials/  
plastic plates (delete as appropriate), for investigational purposes”

The value of the shipment stated for customs should not total more than \$25 per shipment. (This is basically the value of the plastics; the samples themselves, although of course worth a lot to you, are considered by customs as having no value. The \$25 or less value makes it easier to get the shipment through customs, as there will be no duties applied.) The box marked “No SED required, value \$2500 or less” should be checked.

In box no. 4, select the shipping option that suits you best. Please use FedEx First for shipments containing dry ice.

In box no. 5, indicate your packaging option. No special handling should be indicated in box no. 6 if package is shipped early in the week. We recommend that all shipments containing dry or wet ice be shipped on either Monday or Tuesday.

Indicate your preferred payment option in box no. 7. (Note: QIAGEN does not routinely pay for sample shipping.) For tracking purposes, please enter your Purchase Order Number in

box no. 8 under "Your Internal Billing Reference".

Enter your signature in box no. 9. Check that the shipment does not contain dangerous goods. Shipments containing dry ice will require a FedEx dry ice label. 1.6. Commercial Invoice.

On a Commercial Invoice form, enter the information requested to match the information on the FedEx International Waybill. In particular, enter the exact same description used in box no. 4 above under "Description of Goods". Under No. Units write the number of plates or vials, under "Unit Value", write the value of each plate or vial, and provide the multiplied value in the total value column. Under "Terms of Sale (Incoterm)", write "CIF". This indicates that the basis of the "sale" (any international transfer) includes cost, insurance, and freight. Fill in the number of packages, weight, shipping cost, and insurance (\$0). Sign your name under "Shipper's Signature".

Insert the International Waybill and three copies of the Commercial Invoice in a plastic adhesive FedEx envelope and affix it to your shipping envelope or other container. Call FedEx Customer Service (1-800-Go-FedEx) for collection or your nearest drop off location. For further shipping information, contact FedEx International Services (1-800-247-4747).

Phone contact at QIAGEN REPLI-g Services in Germany (also for contacts by carrier or customs):

André Bahr: +49 2103 29 16345

Anke Singer: +49 2103 29 16234

Holger Wedler: +49 2103 29 16292

We strongly recommend that you photocopy the commercial invoice example listed below on your letterhead before completing. A commercial invoice without letterhead might lead to complications in customs.

## 1.7. Packing List

An itemized list of contents has to be filled out when shipping diagnostic specimens.

Please use the template listed below.

## 2. Shipping Your Samples to QIAGEN

Customers who do not reside in Germany must ship on MONDAYS OR TUESDAYS ONLY WITH 20-25 LB DRY ICE unless you have spoken with the QIAGEN Genomic Services department.

Please ship samples in coolers, or insulated sample boxes only according to the shipping instructions for genomic DNA or diagnostic specimens (see section 1, above). Ship the samples to the address listed. Please also include a copy of the completed order form with the sample shipment.

Once the samples are shipped notify the QIAGEN Genomic Services department at [wga@qiagen.com](mailto:wga@qiagen.com) with the shipper's tracking number together with a copy of the MS Excel order form that contains a well diagram of the samples in the plate and the completed order form. The Genomic Services department will confirm receipt of the samples.

If you become aware of any reason that your samples may be delayed or arrive in unsatisfactory conditions, notify your Account Manager or [wga@qiagen.com](mailto:wga@qiagen.com) to assist you in recovering the samples.

### 3. Template Documents

Label required for shipment containing Diagnostic Specimens





## Shipper Non Specific Commercial Invoice

### COMMERCIAL INVOICE

CONSIGNEE: (COMPLETE NAME AND ADDRESS)	DATE:
	EXPORT REFERENCE:
	COUNTRY OF MANUFACTURE:
	INCOTERM:
	TERMS OF PAYMENT:
PHONE:	OTHER REMARKS:
FAX:	

TYPE OF PACKAGING/MARKS	DETAILED DESCRIPTION OF GOODS	QTY	UNIT VALUE	SUBTOTAL
TOTAL PACKAGES			TOTAL WEIGHT:	TOTAL VALUE:

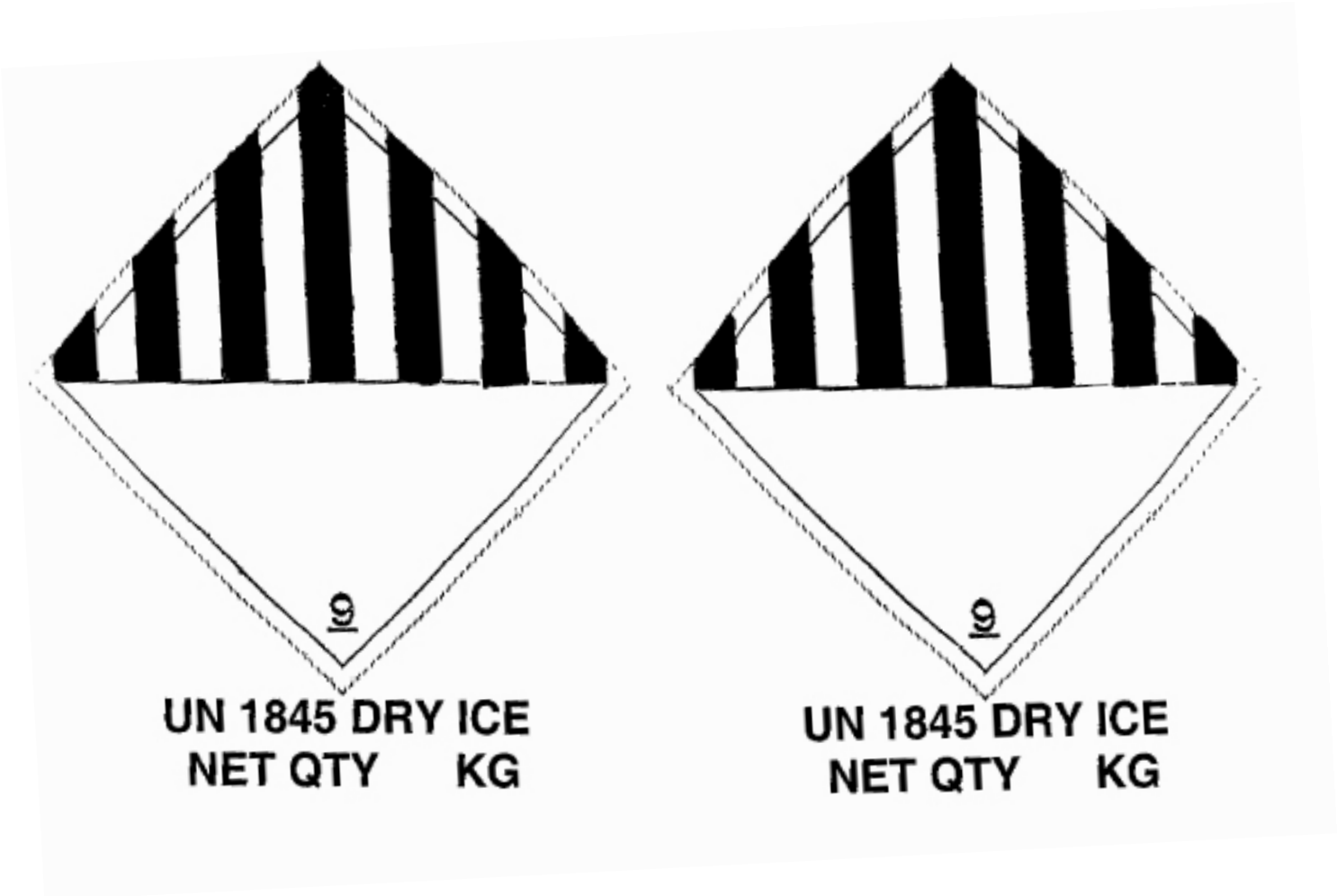
These commodities, technology or software were exported from the United States in accordance with the export administration regulations. Diversion contrary to U.S. law prohibited.

I/we hereby certify that the information on this invoice is true and correct and that the contents of this shipment are as stated above. I/we do hereby authorize Courier to execute any additional documents necessary for the export Of merchandise described herein on my/our behalf.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

# FedEx Dry Ice Label



## PACKING LIST (Lista de Embarque)

Page 1 of 1

<b>SHIPPED FROM (Envío de):</b> Tax ID/VAT No. (No de Identificación): Contact Name (Nombre): Telephone No. (Teléfono): E-Mail (E-Mail): Company Name/Address (Compañía/Dirección):				<b>SHIPPED TO (Envío a):</b> Tax ID/VAT No. (No de Identificación): Contact Name (Nombre): Telephone No. (Teléfono): E-Mail (E-Mail): Company Name/Address (Compañía/Dirección):	
Date (Fecha)  Air Waybill No. (Conocimiento de Embarque)  Invoice No. (No de la Factura)				Purchase Order No. (No de Orden de Compra)  Package Type (Tipo de Paquete)  Total Weight (Lbs/Kgs) (Peso Total [Lbs/Kgs])	
Marks & Numbers (Marcas & Nos)	No. of Packages (No de Paquetes)	AWB / CRNS (Conocimiento de Embarque/CRNS)	Unit of Measure (Unidad de Medida)	Description of Goods (Descripción de la Mercancía)	Country of Origin (País de Origen)
<b>Total Packages</b> (Total de Paquetes)					
<b>Special Instructions (Instrucciones Especiales):</b>   					
Signature/Title (Firma del Declarante/Puesto)		Title (Puesto)		Date (Fecha)	

## Declaration of Biological Shipments

Please complete this form to assist FedEx to provide timely clearance of biological shipments into this country.

Air Waybill # _____ Shipper: _____ _____ _____ Fax: _____ Phone: _____ FedEx Acct No: _____	Number of Containers _____ Total No. of Pkgs _____ Consignee: _____ _____ _____ Registration # _____ Permit # _____ Fax: _____ Phone: _____ FedEx Acct No: _____
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**Reason for export:** Sample for lab research \_\_\_\_\_ For human consumption/use \_\_\_\_\_ Not for human consumption/use \_\_\_\_\_

The above shipment contains (please check **all that apply**):

**Human** Qty in Milliliters \_\_\_\_\_ LOT Number \_\_\_\_\_ Control Number \_\_\_\_\_

**Infectious**     **Non- Infectious**                     
  **blood**     **serum**     **plasma**

**Parts of the human body** (bones, tissues, organs, hairs etc.) (\*)

**Animal** Name of Animal \_\_\_\_\_ / Species \_\_\_\_\_ Qty in Milliliters \_\_\_\_\_

**blood**                       **serum**                       **plasma**

**Parts of animal bodies** (bones, tissue, organs, coat etc.) (\*) \_\_\_\_\_

**Biological specimen(s) with origin of:** *(Require a health certificate and an import license)*

bovine \_\_\_\_\_                      sheep \_\_\_\_\_                      goat \_\_\_\_\_

pig \_\_\_\_\_                      chicken \_\_\_\_\_                      horse \_\_\_\_\_

Health Certificate Attached: \_\_\_\_\_ Importer's License or Permit Number: \_\_\_\_\_

**Biological specimen(s) containing hamster, rabbit, rat, mouse, monkey, canine, or feline-**Please provide the specific description of the specimen, (i.e. rabbit monoclonal antibodies).

hamster \_\_\_\_\_                      rabbit \_\_\_\_\_                      rat \_\_\_\_\_

mouse \_\_\_\_\_                      canine \_\_\_\_\_                      feline \_\_\_\_\_

monkey \_\_\_\_\_

**Diagnostic specimen (reagents)** not containing psychotropic substances and drugs.

these reagents are not used for detection of HIV, HBSAG, HCV.

these reagents are not perishable and/or potentially infectious biologicals.

non infectious (biological) diagnostic specimen. (+)

diagnostic reagents contain animal or plant product (\*\*)

Description \_\_\_\_\_

\_\_\_\_\_

Notes

(\*) Please provide specific description, indicate the part of the body from which obtained.

(+) A purple label reporting "Materies biologiques perissables" must be put on each package.

(\*\*) Please provide source material (plant or animal name) if reagents contain any plant or animal product.

**Parts of animal bodies: Provide complete description of the part; including name of the animal (\*)**

\_\_\_\_\_

\_\_\_\_\_

**Please provide source material (plant or animal name) if reagents contain any plant or animal product.(\*\*)**

\_\_\_\_\_

**Description of the packaging** \_\_\_\_\_

\_\_\_\_\_

*FedEx packaging cannot be used for transport of these type goods.*

**Special Handling(++) (select one)**

*Freeze (-20C)*

*Keep Cool (+2-8C)*

*Room Temperature*

**Declarants Name (print)**

\_\_\_\_\_

**Declarants Signature**

\_\_\_\_\_

**Declarants Capacity/ Title**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Emergency Contact Name :** \_\_\_\_\_ **Email** \_\_\_\_\_ **@** \_\_\_\_\_

**Phone** \_\_\_\_\_ **/ Fax** \_\_\_\_\_

Blood, urine and other liquid diagnostic specimens containing infectious substances are considered Dangerous Goods. (See [Dangerous Goods](#).) IATA regulations apply. NOTE: Regulated Infectious Substances must not be shipped in Diagnostic Specimen Envelopes. (See [Packaging and Marking](#).) Non-infectious blood, urine and diagnostic specimens must be packaged to specific FedEx standards. For additional information on FedEx standards for diagnostic specimens, visit our Web site at [www.fedex.com](http://www.fedex.com) or request our brochure for blood, urine and diagnostic samples.

(++) Completion of this information does not guarantee that this shipment will be stored or housed in climate controlled environment and is not intended to confer added liability on FedEx. For complete terms of service and liability consult FedEx Service Guide or visit [www.fedex.com](http://www.fedex.com).

# REPLI-g Quick Ship Guide

- 84 samples per plate - leaving row H empty
- Label side of plate
- Put cap mats or strip caps, cap mat or heat sealed foil securely over the plates
- Wrap each plate with bubble wrap

If sending tubes, ship tubes within tube sample box that limits the movement of the tubes. Wrap tube sample box with bubble wrap.

- Put the plates/tubes into a shipping cooler with 20 to 25 lbs of dry ice.
- Inside the box include a copy of all the paperwork, including a copy of the order form
- Inside the shipping pouch:

Complete commercial invoice, copied onto company letterhead where possible, sign and place three originals of the commercial invoice in the shipping pouch

Complete packing list and place three copies in the shipping pouch.

2 originals of the shipping label

- Shipping Address:

QIAGEN REPLI-g Services

André Bahr, Anke Singer, Holger Wedler

Phone +49 2103 29 16345, +49 2103 29 16234

QIAGEN GmbH

QIAGEN Str. 1

D-40724 Hilden, Germany

- Attach dry ice labels to the outside of the box
- Contact FedEx for pickup or to locate drop off locations, 1-800-Go-FedEx
- Email tracking number, courier name, and order form to [wga@qiagen.com](mailto:wga@qiagen.com)

**We're here to answer any questions you may have -  
please do not hesitate to give us a call at +1 800 426 8157 x 22204 or  
+49 2103 29 16345 or send us a note at [wga@qiagen.com](mailto:wga@qiagen.com)**