



**Herd Health Diagnostics**  
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## Small Ruminant Lentivirus (CAE & OPP) Shipping Instructions

### WHAT TO SHIP

#### *Sample Submission Form*

Download the SRLV sample submission form from online or contact Herd Health Diagnostics for a copy.  
SRLV Submission Form - <https://www.herdhealthdiagnostics.com/submission-forms>

#### *Samples*

##### Bundled Shipment (For less than 100 tubes)

1. Bundle tubes together in groups of 2-10 with a rubber band.
2. Wrap the bundle of tubes with newspaper or paper towels (enough to absorb all fluid if all tubes break).
3. Place the bundle of tubes inside a leak proof Ziploc bag
4. Pack the bag(s) with bubble wrap or packing peanuts inside a hard edge cardboard box.
5. We highly discourage shipping samples in any type of envelope.

##### Boxed shipment (For 100+ tubes)

1. Place tubes in sequential order in the cardboard box or Styrofoam tray the tubes came from.
2. Wrap the box of tubes with three to four layers of Saran wrap, wrapping in alternate directions.
3. Tape or rubber band the package to ensure the Saran wrap remains in place and the tubes do not fall out during transit.
4. Pack the box of samples with absorbent material (paper towels or other absorbent materials) and cushioning material (e.g. bubble wrap or packaging peanuts) inside of the box you will use for shipping.

#### *Coolant*

Samples must be shipped with coolant (e.g. ice packs or dry ice) during the summer months (e.g. June - September).

#### *Payment*

Payment is due at the time of service. Accepted forms of payment include check, money order, cash and credit card.  
Please make payment payable to: Herd Health Diagnostics

### HOW TO SHIP

Samples may be shipped through any carrier and any method. See below for details.

#### *USPS*

1. Write "Biohazard" on the back of your submission form or on another piece of paper and include it in the shipment. Do not write Biohazard on the outside of the box.
2. Write "Exempt Animal Specimen" on the outside of the box.
  - a. If you have questions, please consult with your local post office and/or check the information on the USPS website: [http://pe.usps.com/text/pub52/pub52c3\\_023.htm#ep925305](http://pe.usps.com/text/pub52/pub52c3_023.htm#ep925305)

#### *FedEx*

1. Write "Exempt Animal Specimen" on the outside of the box.
  - a. If you have questions, please consult with your local FedEx store and/or check the information on the FedEx website: [http://www.fedex.com/us/packaging/guides/Clinical\\_fxcom.pdf](http://www.fedex.com/us/packaging/guides/Clinical_fxcom.pdf)

#### *UPS*

1. Write "Exempt Animal Specimen" on the outside of the box.
  - a. If you have questions, please consult with your local UPS store and/or check the information on the UPS website: [http://www.ups.com/content/us/en/resources/ship/hazardous/biological\\_substances.html](http://www.ups.com/content/us/en/resources/ship/hazardous/biological_substances.html)

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