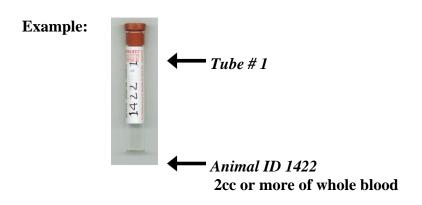
## Tube Labeling Instructions and Postal Shipping Procedures

## Tube labeling:

- 1. Label tubes consecutively: Ex: 1 through 10
  - a. Always put this number above the animal ID, it should be placed closest to the red stopper.
- 2. Put animal ID on Proper tube: Ex: 1422
  - a. Always put this number below the tube number.



- 3. Copy these two numbers onto the "Sample Submission form"
  - a. A list of tube numbers, 1 through 20 is already in a column on the form.

## Postal Shipping Procedures

- 1. Bundle tubes together in groups of 1 10 tubes with a rubber band.
- 2. Using a leak proof Zip lock bag or baggie:
  - Write Biohazard on the plastic of the bag with a sharpie pen.

## DO NOT WRITE BIOHAZARD ON THE OUTSIDE OF THE BOX!!

- 3. Wrap bundles with absorbent paper towel or newspaper (enough to absorb all fluid if all tubes break)
- 4. Place bundles into plastic bag.
- 5. Pack the bags with bubble wrap or absorbent newspaper inside a box (we do NOT suggest using padded envelopes) and seal the box.
- 6. Address the box:

West Michigan Veterinary Service

Attn: BioPRYN lab 100 N 68<sup>th</sup> Avenue

Coopersville, MI 49404

- 7. If you have packaged using this procedure, write the following on the outside of the box:
- "EXEMPT ANIMAL SPECIMEN"
- \*\*If you have any questions please call West Michigan Veterinary Service (616) 837-8151 or the local post office. Additional information is at the following website:

http://pe.usps.com/text/DMM300/601.HTM#wp1065177