



prevencio

Preventing the Preventable

Human | Sample Shipping Form

This form requires separate a Sample Manifest

Shipper to fill out	
	PREVENCIO ACCT # 2153
STUDY	
PO #	

Prevencio/EPL to fill out	
DATE RECEIVED	
INITIALS	
RECEIVING BATCH	

SHIPPER SAMPLE & DATA INFORMATION	
COMPANY	
CONTACT	
CELL	
EMAIL	
OTHER CONTACT NAME	
OTHER CELL & EMAIL	

BILL TO	
COMPANY	
CONTACT	
TELEPHONE	
EMAIL	
ADDRESS	

SPECIAL SAMPLE HANDLING
NONE NEEDED
<input type="checkbox"/> Create Aliquots of Samples (Provide Details in Notes)
<input type="checkbox"/> Sample Pooling Required (Provide Details in Notes)
<i>Additional fees apply for aliquoting and pooling of samples.</i>

SAMPLE INFORMATION		
SPECIES:	SPECIES:	SHIPPER NOTES:
<input type="checkbox"/> Human <input type="checkbox"/> Other (Specify) []	<input type="checkbox"/> Plasma <input type="checkbox"/> EDTA <input type="checkbox"/> Other (Specify) []	[]
<u>NUMBER OF SAMPLES</u> []		



Additional Definitions and Instructions

SHIPPING LABELING:

Mark shipment for **“Attention: Prevencio / Account 2153”** on all shipping labels/documents. If Study name and PO #, are available please list. Send an email notice with an electronic Sample Manifest, if available, when material has been shipped (including the tracking numbers of all shipments). Notice should be emailed to shipping@eplarchives.com. Please also copy on the email cpeters@prevenciomed.com and gbarnes@prevenciomed.com

SHIPPER SAMPLE & DATA INFORMATION:

Include the company name, telephone number, contact name and email address to where data should be sent and a contact name and email address to where sample inquiries should be addressed.

BILL TO: Include the Sender Information.

SPECIAL SAMPLE HANDLING: No completion required.

SAMPLE INFORMATION:

Indicate the species (Human), Matrix or sample type and, if plasma, the anticoagulant by checking the appropriate box. Plasma in EDTA is highly recommended and, if you do not have Plasma EDTA samples, please discuss with your Prevencio representative prior to shipping.

SAMPLE NUMBER:

Record number of samples included in the shipment.

Shipper Notes:

Can leave blank or document anything you would like for recipient to know.

SAMPLE MANIFEST:

Please identify your samples via electronic manifest, preferably in Excel format and submit in plastic bag inside shipment box. When we receive your shipment, we verify the number of samples and labeled sample identifications against the submitted Sample Manifest. If there is a discrepancy, we will contact you.

NOTES

Ship samples to:

Daniel Settle, Logistics Coordinator
EPL Archives, LLC
Logistics Department / Account 2153
45604 Terminal Drive
Sterling, VA 20166 USA

Tel: +1-703- 435-8780 x311

Email: shipping@eplarchives.com

Please mark shipment for **“Attention: Prevencio / Account 2153”** on the shipping label and send an email with the electronic tracking number when material has been shipped (including the tracking numbers of all shipments). Notice should be emailed to shipping@eplarchives.com, with a copy to cpeters@prevenciomed.com and gbarnes@prevenciomed.com

Samples should be **shipped priority overnight**, with dry ice sufficient to last at least 72 hours in transit. We also require that items **should not be shipped later than Tuesday** of each week, in case they are delayed in transit.