INSTRUCTIONS for INSULATED MAILER
Biological Substance, Category B Packaging

THIS BOX IS INTENDED FOR USE WITH ICE PACKS OR DRY ICE

- Remove contents of box:
  - 6 – tubes, absorbent sheets, and zip-lock bags
  - 1 – Large pressurized biohazard bag
  - 1 – UN3373/Biological Substance Category B Sticker
  - 1 – Endocrinology submittal form
  - 1 – Product order form

PACKAGE ASSEMBLY

1. Secure caps on tubes with tape or parafilm and wrap an absorbent sheet around each tube. Secure with tape.

2. Place each tube in a zip-lock bag and seal bag; bleed out as much air as possible before sealing.

3. Place the bagged specimens into the large pressurized biohazard bag.

4. Bleed as much air out of the filled biohazard bag as possible. Pull off the white strip at the bag opening and seal the bag shut. *The sealing instructions are printed on the bag.*

5. Place gel packs or dry ice in the bottom of the styrofoam container and place specimens on top.

6. Fill any remaining empty space in the container with crumpled newspaper or packing peanuts. Contents should not be loose in the container or breakage of specimens may occur.

7. Put the lid on the container and insert the container into the outer cardboard box.

8. Complete submittal form(s). Before sealing box:
   - a. Select the correct address for shipping specimens back to the MSU VDL based on your selected shipping method. *Addresses are indicated on the submittal form.*
   - b. Write the correct address on the outer cardboard box. Fold submittal form(s) in half and place on top of styrofoam container inside outer cardboard box.

9. Seal the box securely with shipping tape.

10. Adhere the UN3373 sticker to the outside of the box. Do not write or mark on the sticker.

11. Write your complete return address on the outside of the box.

12. You are responsible for all shipping regulations and charges:
   - a. Do not ship your packages collect as they may be refused.
   - b. If your package contains dry ice, you must also comply with all shipping and labeling regulations concerning shipments containing dry ice.