# **2019-n-CoV SHIPPING INFORMATION**

#### Package Preparation:

- **ONLY** specimens for COVID-19 testing/sequencing should be shipped to the NML.
- The requisition should be placed OUTSIDE the sample bag/container when shipping.
- Packaging, labelling and shipping should be done in accordance to Transport of Dangerous Goods requirements.
- For shipments that are expected to arrive on weekends or holidays, please refer to the NML after hours shipping guide (below). This is ONLY for specimens expected to arrive outside normal M-F business hours.
- Shipments expected to arrive on a WEEKEND, please see the NML after hours shipping guide below.
- If there is concern that the sample may experience shipping delays, consider adding additional dry ice.
- Shipments should be directed to: Attn: Specimen Receiving 1015 Arlington Street Winnipeg, MB R3E 3P6 Ph: 204-789-6096/204-781-5014
- When the shipment is prepped and ready, please **notify the** Influenza, Respiratory Viruses and Coronavirus Section (nml.irv-ivr.lnm@phac-aspc.gc.ca) with the following information
  - Where the shipment is from
  - Courier
  - Waybill #
  - # of samples

# 2019-n-CoV AFTER HOURS SHIPPING GUIDE

## Please use the following procedures if shipping specimens to NML:

NML Specimen receiving staff are on standby/on-call from 16:00 to 20:00 hours on Weekdays and 10:00 to 18:00 hours on Weekends. Staff carry an iPhone during these hours.

**\*\*\*Please provide advance notification of incoming specimens. Email or call the** Influenza, Respiratory Viruses and Coronavirus Section **of incoming shipments with tracking # and details** (where the shipment is from, courier, and # of samples.)\*\*\*

Influenza, Respiratory Viruses and Coronavirus Section:

nml.irv-ivr.lnm@phac-aspc.gc.ca or call 1-204-789-6047

#### In this case *specimen receiving staff* will pick up the package(s) at the courier's depot. Please write ALL 3 names of our *specimen receiving staff* on the waybill for after hours shipment. Don Ashley; Paul Letkeman; Mike Pushka

For Friday shipments arriving on Saturday either FedEx or Purolator may be used. For Purolator, the packages **MUST** be labelled "**HOLD FOR PICKUP**" with the label below (available at the end of this document to print out, or labels from your local Purolator depot) beside the address label as seen here. **This is for Saturday deliveries ONLY** 



# PREFFERED SATURDAY DELIVERY COURIERS:

#### **Purolator**

<u>Paper waybill; must add depot address</u>. If printing/creating waybill on line then you can choose Saturday delivery and hold for pickup option.

Receiver: 1935 Sargent Ave Winnipeg, MB , R3H 1C9 Attn: Don Ashley; Paul Letkeman; Mike Pushka (204)-781-5014

#### Manual waybill filling instructions for Purolator



### **Online waybill filling instructions for Purolator**

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## <u>FedEx</u>

Paper waybill; must add depot address. If printing/creating waybill on line then you can choose Saturday delivery and hold for pickup option.

Receiver: 1950 Sargent Ave Winnipeg, MB , R3H 1C8 Attn: Don Ashley; Paul Letkeman; Mike Pushka (204)-781-5014

### Manual waybill filling instructions for FedEx

MUST CHECK SATURDAY DELIVERY AND HOLD FOR PICKUP BOXES

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# Online waybill filling instructions for FedEx

# **Shipments Originating on Saturday or Sunday**

#### World Courier

For shipments originating on Saturday or Sunday should use World Courier if possible. If World Courier is <u>not a viable option</u> please see below for Mission Critical Purolator.

Contact <u>World Courier</u> at the closest office:

Canada – Montreal	Canada – Toronto	Canada - Vancouver
World Courier	World Courier	World Courier
Montreal	Toronto	Vancouver
3614 Poirier	6500 Viscount Road	11120 Horseshoe Way
St. Laurent, Quebec	Mississauga, ON	Unit 140
H4R 2J5	L4V 1H3	Richmond, BC
Canada	Canada	V7A 5H7
		Canada
Tel: 1 514 288 4466	Tel: 1905 362-9462	
Fax: 1 514 288 9183	Fax:1905 362-9474	Tel: 1604 232 9444
Email:	Email:	Fax: 1604 232 9445
yuloperations@worldcourier.ca	yyzoperations@worldcourier.ca	Email:
		yvroperations@worldcourier.ca

World courier will arrange a pickup.

Please insure that OCNML Logistics Chief is provided a Job Number and Waybill Number so that the Specimen Receiving team are ready for delivery.

#### **Mission Critical - Purolator**

For shipments originating on Saturday or Sunday there is the option to use Mission Critical if World Courier is not a viable option. This service has shipping options that World Courier does not provide.

Please email the Influenza, Respiratory Viruses and Coronavirus section (nml.irv-ivr.lnm@phacaspc.gc.ca) or call 1-204-789-6047 with shipment information and they will obtain a quote for the shipment. Please provide the following information:

- Specify if you are shipping on Dry Ice or Ice packs
- Provide shipment details

For all other inquires; please contact NML specimen receiving; Mobile: 204-781-5014 Email: nmlspecimenreceiving@phac-aspc.gc.ca

