



## Sample Extraction, Packaging and Submission Instructions (International)

### Step 1: Print

- ✓ 1 x Sample Submission Form (for internal packaging)
- ✓ 2 x Vet15 Sample Import Licence (for internal and external packaging)
- ✓ 2 x FedEx Commercial Invoice (for internal and external packaging)
- ✓ 1 x Plusvital Commercial Document (complete, scan and email back to Plusvital, attached within the external packaging)

### Step 2: Documentation to complete

- 1) **Sample Submission Form**
  - a) Ensure all details on the Sample Submission Form match the name/ unique ID on each blood sample tube
  - b) Ensure required information is provided and the correct test/s are selected
- 2) **Plusvital Commercial Document** – return via email to your Plusvital representative at least 24 hours in advance of shipment. Failure to do so, could delay sample clearance
- 3) **FedEx Commercial Invoice** - must be clearly and durably marked with the words: **Blood, Animal, Non Hazardous – Exempt Animal Specimen – for research and diagnostic purposes (UN3373)**. The total value should be \$5.00

### Step 3: Sample Extraction/ Packaging

- 1) Provide one single 5ml uncoagulated blood sample from each horse in a plastic, purple cap K2 EDTA tube (or equivalent). Each tube must be leak-proof with a volumetric capacity of not more than 500mL (16.9 ounces)
- 2) Place the blood sample in a leak-proof, secondary packaging (zip-lock bag)
- 3) Absorbent material (tissue/paper towels) must be placed between the primary receptacle (blood sample) and secondary packaging (zip-lock bag)
- 4) If several fragile primary receptacles are placed in a single secondary packaging, they must be individually wrapped or separated as to prevent contact between them. The absorbent material must be of sufficient quantity to absorb the entire contents of the primary receptacles
- 5) Samples do not need to be cooled or iced throughout transport, do not include any dry ice or cooling agents within the package

### Step 4: Shipment

- 1) **Contact FedEx® and request a pickup**

<b>Australia:</b> 13 26 10	<b>Canada:</b> 1800 463 3339
<b>Denmark:</b> 70 233 332	<b>France:</b> 08 20 12 38 00
<b>Great Britain:</b> 08456 07 08 09	<b>Hong Kong:</b> (852) 2730 3333
<b>India:</b> 1800 209 6161	<b>Japan:</b> 0120 003200
<b>New Zealand:</b> 0800 733 339	<b>Poland:</b> 801 002 800
<b>Singapore:</b> 1800 743 26 26	<b>South Africa:</b> 08000 33339
<b>Sweden:</b> 0200 252 252	<b>United Arab Emirates:</b> 800 33339
<b>USA:</b> 1800 463 3339	



- 2) Reference Plusvital account number: 898753018 when prompted
- 3) If you do not have suitable shipment packaging, you can request the materials below to be supplied at pick-up:
  - 1 x Small Pak –up to 10 samples
    - or/ FedEx Express Small Box – For 11-40 samples
    - or/ FedEx Express Medium Box – For 40+ samples (Note: Package filler may also be needed)
  - 1 x FedEx® Clinical Pak - to be used as an overwrap
  - 1 x External Pouch – For housing the Vet15 Form and Fedex Commercial Invoice

#### Step 4: Packaging

- 1) Place the sample/s, completed Sample Submission Form, 1 x Commercial Invoice, 1 x Vet15 Form inside the appropriate FedEx Express Pak/Box and seal
- 2) Cover the FedEx Box with the FedEx® Clinical Pak and attach the external pouch where directed
- 3) Place the second copy of the Vet15 Sample Import Licence, a signed copy of the Plusvital Commercial Document and the Fedex Commercial Invoice inside the external pouch
- 4) Ensure to mark the outside of the package with the words: **Blood, Animal, Non Hazardous – Exempt Animal Specimen – for research and diagnostic purposes (UN3373)**
- 5) The courier will then require you to fill out a FedEx International Air Waybill. Record the 12-digit tracking number provided by FedEx® for shipment
- 6) Please ensure to email a completed copy of the Plusvital Commercial Document, as well as the 12-digit tracking number to your Plusvital Representative
- 7) Please send samples to the following address:

**Plusvital Limited  
Unit 3 - The Highline,  
Dun Laoghaire Industrial Estate,  
Pottery Road,  
Dun Laoghaire,  
Co. Dublin,  
A96 KW29  
Ireland**

Should you require any assistance with your shipment, please contact your Plusvital representative directly or alternatively contact the headquarters in Dublin, Ireland on +353 1 235 0001