ARISOLATEBANK

# Shipping Label Creation for U.S. Domestic Antimicrobial Resistance (AR) Isolate Bank Shipments

The AR Isolate Bank ships orders using a FedEx account number you provide. If you do not provide a FedEx account number, you need to generate a pre-paid label through either FedEx or UPS and send that label to arbank@cdc.gov and include the AR Isolate Bank order number on the subject line of the email.

Important Note: The pre-paid label option is NOT available to ship the Enteric Pathogen Diversity (GI) panel. This panel can only be shipped using a provided FedEx account number.

Disclaimer: Mention of any company or product does not constitute endorsement by the Centers for Disease Control and Prevention.

To create a pre-paid FedEx shipping label:

1. Go to FedEx online shipping tools options and select the FedEx Ship Manager. This will require that you register for an account with FedEx and use either a FedEx account number or credit card to pre-pay. **NOTE:** We are unable to accept labels generated through the FedEx Ship Manager Lite option.
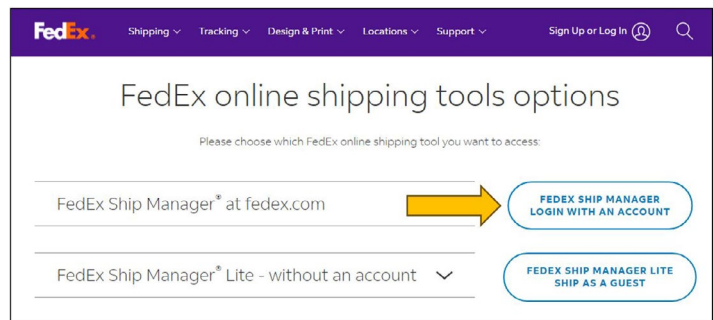
2. Go to **Create a Shipment** on FedEx Ship Manager. Under the **Ship From** section enter CDC's address and under the **Deliver to** section enter the receiving lab's address. The shipment will come from the address below.

    Maria Jose Machado
    Centers for Disease Control and Prevention
    1600 Clifton Road NE, Atlanta, GA, 30329
    Phone: 404-718-1644 **Email:** mmachado@cdc.gov

3. Under **Package Details** enter the following:
    a. **If your order contains 2 panels or less:**
        - Packaging: Your Packaging
        - Weight: 15 lbs. (10-12 lbs. of dry ice)
        - Box dimensions (in): 14L x 12W x 13H
        - Check off "Add non-standard packaging, dry ice or lithium batteries". Then check off "Dry Ice" and enter Dry Ice weight of 12 lbs.

b. **If your order contains 3 panels or more:**
- Packaging: Your Packaging
- Weight: 18 lbs. (12-14 lbs. of dry ice)
- Box dimensions (in): 15L x 13W x 12H
- Check off "Add non-standard packaging, dry ice or lithium batteries". Then check off "Dry Ice" and enter Dry Ice weight of 14 lbs.

4. Under *Service Details* select **FedEx Priority Overnight.**

5. Under *Billing Details* bill to *My Account*.
- If using an account number not in your FedEx account, select bill to *Recipient* and enter the account number.

6. Email the label (see examples at the end of the document) to arbank@cdc.gov and **include the AR Isolate Bank order number on the subject line**.

To create a pre-paid UPS shipping label:

1. At the top of the UPS.com landing page, select *Ship*.
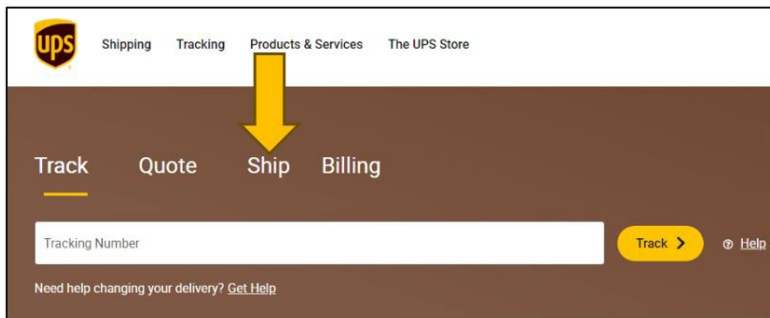
2. Close any pop-up window that appears to reach the *Create a Shipment* page.

3. Complete the fields in the *Ship From* section using the information below.

4. Enter the receiving lab's address into the fields in the *Ship To* section.

5. In the *Packaging* section, select **Standard** and enter the following based on the number of panels you are ordering.

   a. For 2 panels or less:

   b. For 3 panels or more:

6. Click on *Select a Service*:
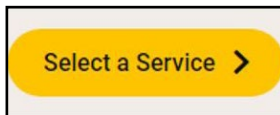
7. Under *Pickup or Drop-off* select *I'm going to drop it off*.

8. Find a nearby UPS shipping location and provide an estimated Drop off Date.
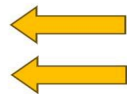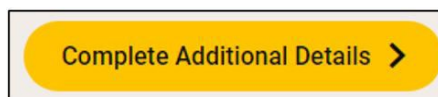

9. Select shipping service **UPS Next Day Air**.
   NOTE: These are sample costs and will differ depending on date of shipment and location of the recipient. Due to the frozen isolates being shipped on dry ice, UPS Next Day Air is the only UPS service accepted.

10. Click on *Complete Additional Details*.

11. Under *Package Details* enter **Biological substance, Category B** for Package Contents and enter **Dry Ice** as reference.

12. Select *Choose Payment Method* and enter your payment information.

Choose Payment Method ›
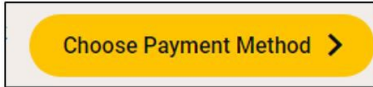
Package Details

Don't worry, we won't put this on your label!

Package Contents*
Biological Substance, Category B

Want to give your package a nickname or reference number?
This will be printed on your label.

Phrase / Number
Dry Ice

Loss and Damage Protection

We've got you covered up to $100 at no charge. Enter the value of this shipment below if you'd like to purchase additional protection.
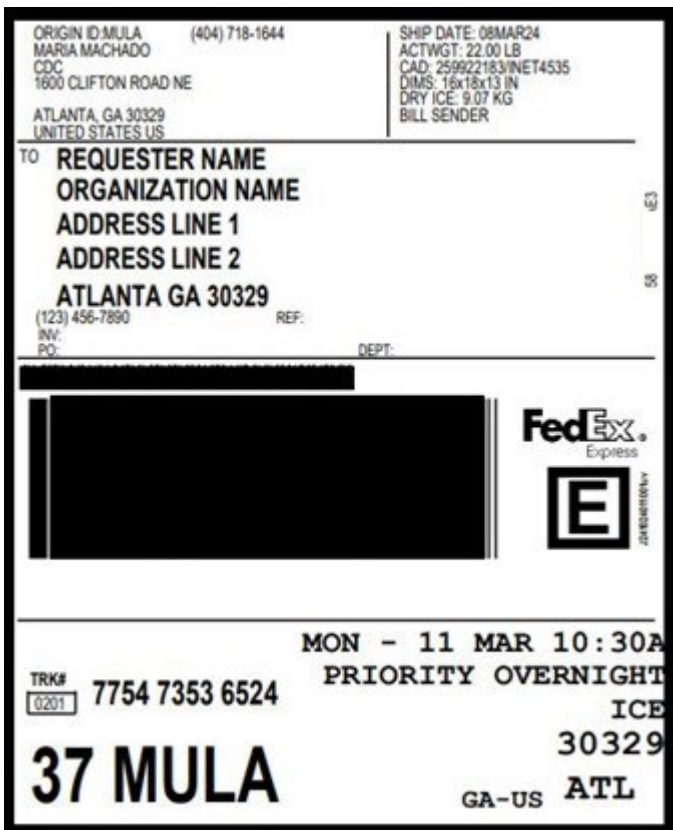
Total Package Value
0   USD

Protect Your Package Value ⓘ

13. **Email the label** (see examples at the end of the document) to arbank@cdc.gov and **include your AR Isolate Bank order number on the subject line**.

Sample Labels:

FedEx

UPS