

FedEx SHIPPING GUIDE / DRY ICE PROCESS

Based on the FedEx pickup schedule for Galvin, BIOS Receiving needs notice of any anticipated outbound shipment, and **ALL** of the below recipient / shipper information, no later than: **1:30 p.m.** on the day of shipment.

If the shipper is intending to ship a perishable package with dry ice, the shipper needs to be cognizant of the current process for the dept receiving dry ice:

- BIOS typically receives a nominal amount of dry ice on Mondays (varies based on supplier deliveries to McCourtney, holidays, etc.)
- The availability of dry ice is dependent on the original quantity received, the sublimation rate (from time of delivery to time of use), and the number of lab requests.
- If any labs are anticipating dry ice needs for shipment(s) or experiment use later in the week or larger amounts of dry ice material, it is **STRONGLY** recommended that they submit their dry ice request in advance.

INFORMATION NEEDED TO REQUEST AN OUTBOUND SHIPMENT:

Recipient Info:

Name of University or Company: _____

Street Address (not PO number): _____

Individual Recipient's Name: _____

Phone Number: _____

Service Type: Priority Overnight _____
(mark one) Standard Overnight _____
2 Day am _____
2 Day _____
Express Saver _____
Ground _____

Package Type: FedEx Box _____
(mark one) FedEx Envelope _____
FedEx Pak _____
Other _____

Dry Ice: Yes / No _____

Shipper Info:

Lab Name: _____

Individual's Name: _____

Funding Source (FOAPAL): _____