

### 1. General Shipping Requirements

- Ensure your samples are packaged securely using sturdy, leak-proof containers appropriate for the sample type (e.g., glass vials, plastic tubes).
- All samples must be properly labeled according to the provided instructions.
- Include all necessary documentation with your shipment, such as the Sample Submission Form, Certificate of Analysis (if available), and Safety Data Sheets.

### 2. Packaging Instructions

- **Primary Container:**
  - Use sterile, inert containers suitable for your sample type (e.g., vials, tubes).
  - Ensure containers are sealed tightly to prevent leakage or contamination.
- **Secondary Container:**
  - Place the primary container(s) inside a leak-proof secondary container (e.g., plastic bag, vial).
  - Include absorbent material to capture any potential leaks.
- **Tertiary Container:**
  - Place the secondary container inside a sturdy, insulated cardboard shipping box.
  - Use cushioning materials (e.g., bubble wrap, foam) to protect your samples from physical damage during transport.

### 3. Temperature Control

- **Ambient Samples:**
  - Use insulated packaging to maintain a stable temperature.
  - Clearly mark the package "AMBIENT."
- **Refrigerated Samples (2-8°C):**
  - Use cold packs to maintain the required temperature.
  - Precondition gel packs to the correct temperature before shipping.



## SAMPLE SHIPPING INSTRUCTIONS

- Mark the package "REFRIGERATE UPON ARRIVAL."
- **Frozen Samples (-20°C or -80°C):**
  - Use dry ice or specialized shipping containers.
  - Include sufficient dry ice to last the entire shipment duration.
  - Mark the package "KEEP FROZEN."
- **Temperature Monitoring:**
  - Include temperature monitoring devices for temperature-sensitive samples.
  - Ensure the device is activated and placed inside the package.

### 4. Shipping Documentation

- Include the following completed documentation with your shipment:
  - Sample Submission Form
  - Certificate of Analysis (if available)
  - Safety Data Sheets (SDS) for all materials
- For international shipments, include all necessary customs documentation (e.g., commercial invoice, declaration forms).

### 5. Courier Service Selection

- Use a reliable courier service with experience handling biological and chemical samples.
- Choose a service that provides shipment tracking capabilities.
- Ensure your packaging complies with IATA regulations for biological substances and dangerous goods, if applicable.

### 6. Shipment Notification

- Inform TechnoPharmaSphere of your shipment details by emailing [info@technopharmasphere.com](mailto:info@technopharmasphere.com) with the following information:
  - Tracking number
  - Expected delivery date



## SAMPLE SHIPPING INSTRUCTIONS

- List of samples included
- Any special handling instructions (e.g., for time-sensitive samples)
- Keep the tracking information for your records.

### 7. Special Considerations

- **Biohazardous Materials:**
  - Clearly mark packages containing biohazardous materials with the biohazard symbol.
  - Follow all applicable biosafety guidelines.
- **Light-Sensitive Samples:**
  - Use amber containers or wrap the primary container in aluminum foil.
  - Mark the package "PROTECT FROM LIGHT."
- **Hygroscopic Samples:**
  - Use moisture-resistant packaging.
  - Include desiccant packs to control humidity.

### 8. Determining Your Shipping Address

**Important:** The shipping address for your samples will be provided by TechnoPharmaSphere after you submit your Sample Submission Form. This ensures your samples are directed to the appropriate laboratory for analysis based on your requested services.

### 9. Contact Information

For any questions or additional guidance on shipping, please contact our technical support team at [info@technopharmasphere.com](mailto:info@technopharmasphere.com) or call 919-637-7106.

**By following these comprehensive shipping instructions, you can help ensure the integrity and timely delivery of your samples, facilitating efficient and reliable analytical characterization by TechnoPharmaSphere Biopharma CRO.**

**Thank you for your cooperation!**

