



## **Sample Handling and Delivery Requirements**

### **Notes:**

- Samples (or sample box) must be packaged in Ziploc/sealable bag with absorbent material to contain any potential spills.
- Fisher low binding tubes (1.5 mL, Catalog # 02-681-320; 2 mL, Catalog # 02-681-321) or Falcon conical tubes (15 mL, Catalog # BD 352097; 50 mL, Catalog # BD 352098) are preferred. Otherwise, please specify tube type (company, catalog #) in project request details and provide “blank” tube for background testing.
- Samples submitted to the laboratory will not be returned unless specifically requested (and discussed with laboratory personnel).
- Hazardous samples must be discussed with lab personnel prior to shipping, to ensure proper care is taken during sample preparation.

### **Customer Local Delivery Instructions:**

- Properly packaged samples may be delivered on Monday through Friday during the hours of 9 am and 4 pm (excluding holidays). Prior arrangement for delivery must be made with your Mass Spectrometry Facility contact person indicated.
- It is the responsibility of the customer to ensure that sample integrity is maintained during transport (e.g. temperature (using dry/wet ice), etc.).
- A copy of this signed form, as well as additional requested paperwork (e.g. MSDS, SOP, etc.) should be included in the package.

### **Customer Sample Shipping Instructions:**

- Properly packaged samples should be sent to the following address:

University of Colorado – Anschutz Medical Campus  
School of Pharmacy and Pharmacological Sciences  
Mass Spectrometry Facility  
Attention: (Insert name of your Mass Spectrometry Facility contact)  
12850 East Montview Boulevard  
Mail Stop C238  
V20-2460D  
Aurora, CO 80045
- Deliveries will be accepted Tuesday through Thursday (excluding holidays). Friday deliveries may be accepted with prior approval from the Mass Spectrometry Facility contact person.
- Customer is responsible for:
  - Local export documentation and reporting (if applicable).



**Customer Sample Shipping Instructions (continued):**

- Adherence to transportation regulations by ensuring proper identification, classification, packaging, marking, labeling and documentation for sample container.
- Must confirm delivery with your Mass Spectrometry Facility contact person via telephone or email.
- A copy of this signed form, as well as additional requested paperwork (e.g. MSDS, SOP, etc.) should be included in the package.

*I acknowledge that I have read all of the sample handling and delivery requirements and have made appropriate arrangements with the Mass Spectrometry Facility.*

\_\_\_\_\_  
Printed name of individual shipping samples

\_\_\_\_\_  
Institution/Department

\_\_\_\_\_  
Signature of individual shipping samples

\_\_\_\_\_  
Date