

Langerhans Lab Protocols

NC STATE UNIVERSITY

Sending mail/packages from NCSU:

To send mail from NCSU via **USPS**, affix NC State mailing label to package/envelope and leave in mailroom. (Ask Susan or Meredith for more if out)

- Letters will be sent 1st class by default, and packages take the slow boat
- To use expedited USPS services (next day, etc.), see Meredith to fill out the mail services form as needed

FedEx options are available through MyPackPortal under the “For faculty and Staff” tab:

- Click on the MarketPlace icon, and choose Federal Express in the “other vendors” section
- The user ID is NCSTATE, and password is ZOOLOGY1
 - When urgency is not important, choose Express Saver for shipping method
 - Be sure to edit “from” field with your information; it will default to whoever filled out the form last
 - Address is 382 David Clark Labs, Campus Box 7617
 - Estimate package dimensions
 - Choose e-mail notifications that you would like to receive
 - Print out shipping label, attach to package, and place in the main office(room 127) to the left of fax machine. Clear protectors for shipping labels are in the cabinet above where you leave them.

Call **Campus Mail Services** for additional questions: (919)515-9858

Suggested option for all specimen shipping is FedEx.

To ship internationally look up exporting guidelines at <http://export.gov/index.asp> or search online to find the country in question’s importation guidelines. You may have to fill out additional customs forms; the forms should be available through FedEx.

Packaging:

- When shipping biological samples make sure you follow the guidelines set forth here: http://www.ncsu.edu/ehs/dot/Bio_shipping.pdf
- To ship fish in 2ml tubes you should place the tubes in Whirl-Paks and then place them in either a padded envelope or box.
- Room 382 should have packing materials including packing peanuts, cardboard paper, cardboard boxes, Styrofoam boxes, bubble wrap, and ice packs depending on what you need. Dry Ice can be ordered from National Welders or bought at the Harris Teeter on Edwards Mill Road or Tryon Road.
- Class 9 labels are located in the cabinets above the FedEx drop-off in room 127.
- UN 3373 Labels can be printed online or physical labels can be purchased.