

## **2019-n-CoV SHIPPING INFORMATION**

### **Package Preparation:**

- **ONLY** specimens for COVID-19 testing/sequencing should be shipped to the NML.
- The requisition should be placed **OUTSIDE** the sample bag/container when shipping.
- Packaging, labelling and shipping should be done in accordance to Transport of Dangerous Goods requirements.
- For shipments that are expected to arrive on weekends or holidays, please refer to the NML after hours shipping guide (below). This is **ONLY** for specimens expected to arrive outside normal M-F business hours.
- Shipments expected to arrive on a **WEEKEND**, please see the NML after hours shipping guide below.
- If there is concern that the sample may experience shipping delays, consider adding additional dry ice.
- Shipments should be directed to:  
Attn: Specimen Receiving  
1015 Arlington Street  
Winnipeg, MB  
R3E 3P6  
Ph: 204-789-6096/204-781-5014
- When the shipment is prepped and ready, please **notify the** Influenza, Respiratory Viruses and Coronavirus Section ([nml.irv-ivr.lnm@phac-aspc.gc.ca](mailto:nml.irv-ivr.lnm@phac-aspc.gc.ca)) with the following information
  - **Where the shipment is from**
  - **Courier**
  - **Waybill #**
  - **# of samples**

## 2019-n-CoV AFTER HOURS SHIPPING GUIDE

**Please use the following procedures if shipping specimens to NML:**

NML Specimen receiving staff are on standby/on-call from 16:00 to 20:00 hours on Weekdays and 10:00 to 18:00 hours on Weekends. Staff carry an iPhone during these hours.

**\*\*\*Please provide advance notification of incoming specimens. Email or call the Influenza, Respiratory Viruses and Coronavirus Section of incoming shipments with tracking # and details (where the shipment is from, courier, and # of samples.)\*\*\***

Influenza, Respiratory Viruses and Coronavirus Section:

nml.irv-ivr.lnm@phac-aspc.gc.ca or call 1-204-789-6047

**In this case *specimen receiving staff* will pick up the package(s) at the courier's depot. Please write ALL 3 names of our *specimen receiving staff* on the waybill for after hours shipment.**

**Don Ashley; Paul Letkeman; Mike Pushka**

For Friday shipments arriving on Saturday either FedEx or Purolator may be used. For Purolator, the packages **MUST** be labelled "**HOLD FOR PICKUP**" with the label below (available at the end of this document to print out, or labels from your local Purolator depot) beside the address label as seen here. **This is for Saturday deliveries ONLY**



# PREFERRED SATURDAY DELIVERY COURIERS:

## Purolator

Paper waybill; must add depot address. If printing/creating waybill on line then you can choose Saturday delivery and hold for pickup option.

Receiver:  
 1935 Sargent Ave  
 Winnipeg, MB , R3H 1C9  
 Attn: Don Ashley; Paul Letkeman; Mike Pushka  
 (204)-781-5014

## Manual waybill filling instructions for Purolator



## Online waybill filling instructions for Purolator

# FedEx

Paper waybill; must add depot address. If printing/creating waybill on line then you can choose Saturday delivery and hold for pickup option.

Receiver:  
 1950 Sargent Ave  
 Winnipeg, MB , R3H 1C8  
 Attn: Don Ashley; Paul Letkeman; Mike Pushka  
 (204)-781-5014

## Manual waybill filling instructions for FedEx

MUST CHECK SATURDAY DELIVERY AND HOLD FOR PICKUP BOXES

The image displays two versions of a FedEx Intra-Canada Air Waybill. The left version is a clean, blank form with sections for sender and recipient information, internal references, shipment details, and packaging. The right version is a filled-out form with handwritten and printed information. A red box highlights the 'Special Handling/Maintenance spéciale' section, where 'SATURDAY Delivery / Livraison le SAMEDI' is checked. The bottom right of the filled form shows a tracking number '8042 0237 7748' and a barcode.

# Online waybill filling instructions for FedEx

Ship ▾ Track ▾ Manage My Account ▾ Customs Tools ▾

### FedEx Ship Manager<sup>®</sup>

My Profile Logout Help ▾

Ship ▾ LTL Freight Ship History My Lists ▾ Reports Administration

#### Create a Shipment

1 Enter shipping information   2 Print label(s)

[Contact your administrator](#)  
[Preferences](#) | [Clear all fields](#)

\* Denotes required field.

#### My Shipment Profiles

My shipment profiles (formerly Fast Ship)  [Help](#) [Hide](#)

[Ship](#)

#### 1. From

[Help](#) [Edit](#)

Paul Letkeman, 1015 Arlington St, National Microbiology Laboratory, WINNIPEG, Manitoba, R3E3R2, Canada

#### 2. To

[Help](#) [Hide](#)

\* Country/Territory

Company

\* Contact name

\* Address 1

Address 2

\* Postal code

\* City

\* Province

\* Phone no.  ext.

[Perform detailed address check](#)

This is a residential address

Save new recipient in address book

#### 4. Billing Details

[Help](#) [Hide](#)

\* Bill transportation to

**Alert:** Please remember to enter your reference information.

Your reference

[More reference fields](#)

P.O. no.

Invoice no.

Department no.

#### Special Services (optional)

[Help](#) [Hide](#)

Lithium Batteries/Cells

[Hold at FedEx location](#)

Enter the address of the FedEx location where the package is to be held. This service is not available at every FedEx location. Contact your local FedEx office for more details.

Country/Territory	Canada
* Address 1	<b>1950 Sargent Ave</b>
Address 2	<input type="text"/>
* Postal code	<b>R3H 1C8</b>
* City	<input type="text" value="Select or enter"/> <b>Winnipeg</b>
* Province	<input type="text" value="Select"/> <b>MB</b>

[Perform detailed address check](#)

#### 5. Pickup/Drop-off

[Help](#) [Edit](#)

## Shipments Originating on Saturday or Sunday

### World Courier

For shipments originating on Saturday or Sunday should use World Courier if possible. If World Courier is not a viable option please see below for Mission Critical Purolator.

Contact [World Courier](#) at the closest office:

<p>Canada – Montreal</p> <p><b>World Courier Montreal</b></p> <p>3614 Poirier St. Laurent, Quebec H4R 2J5 Canada</p> <p>Tel: <b>1 514 288 4466</b> Fax: 1 514 288 9183 Email: <a href="mailto:yuloperations@worldcourier.ca">yuloperations@worldcourier.ca</a></p>	<p>Canada – Toronto</p> <p><b>World Courier Toronto</b></p> <p>6500 Viscount Road Mississauga, ON L4V 1H3 Canada</p> <p>Tel: <b>1 905 362-9462</b> Fax: 1 905 362-9474 Email: <a href="mailto:yyzoperations@worldcourier.ca">yyzoperations@worldcourier.ca</a></p>	<p>Canada – Vancouver</p> <p><b>World Courier Vancouver</b></p> <p>11120 Horseshoe Way Unit 140 Richmond, BC V7A 5H7 Canada</p> <p>Tel: <b>1 604 232 9444</b> Fax: 1 604 232 9445 Email: <a href="mailto:yvoperations@worldcourier.ca">yvoperations@worldcourier.ca</a></p>
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World courier will arrange a pickup.

Please insure that OCNML Logistics Chief is provided a Job Number and Waybill Number so that the Specimen Receiving team are ready for delivery.

### Mission Critical - Purolator

For shipments originating on Saturday or Sunday there is the option to use Mission Critical if World Courier is not a viable option. This service has shipping options that World Courier does not provide.

Please email the Influenza, Respiratory Viruses and Coronavirus section ([nml.irv-ivr.Inm@phac-aspc.gc.ca](mailto:nml.irv-ivr.Inm@phac-aspc.gc.ca)) or call 1-204-789-6047 with shipment information and they will obtain a quote for the shipment. Please provide the following information:

- Specify if you are shipping on Dry Ice or Ice packs
- Provide shipment details

For all other inquires; please contact NML specimen receiving;

Mobile: 204-781-5014

Email: [nmlspecimenreceiving@phac-aspc.gc.ca](mailto:nmlspecimenreceiving@phac-aspc.gc.ca)

**Hold For Pickup**  
**Retenir pour cueillette**



**purolator.com**  
**1 888 SHIP-123**

**Purolator**