<u>Bulk Sample Shipment Checklist</u>

☐ Send an email to ccdbcol@uoguelph.ca with the following:
   o Notify that you are ready to ship a package; indicate the number of samples you will include and confirm shipping costs
   o If samples were collected from a Malaise trap, include a photo of the trap and its surrounding habitat to be used for CBG media purposes
   o Attach a digitized copy of your Sample Log sheet (Excel file)

☐ Determine export requirements from country of origin; obtain all proper permits if needed (Canada does not require import documents for scientific specimens)

☐ Prepare the samples for shipment immediately before shipping**:**
   o Decant ethanol (<u>30ml/1oz or less per sample</u>)
   o Double bag the samples with absorbent material as instructed in the Sampling SOP
   o Place the bagged samples into an appropriately sized box and add packing material

☐ Write "**Scientific Research Specimens/Special Provision A180**" on the outside of the box (or use stickers provided)

☐ For the customs declaration on shipments coming from outside Canada:
   o Please write "**Insect Specimens for Scientific Study Only (dead), NON-HAZARDOUS, No Commercial Value**"
   o Make sure to put a zero (or the smallest permissible minimum) value as the samples have no commercial value
   o Fill out your name and address in the CBG Customs Declaration form provided and attach with the other shipping documents to the outside of your package

☐ Address the package to the following (or use stickers provided):
   RECIPIENT
   Sample Submission – Malaise Trap Sampling
   Centre for Biodiversity Genomics, University of Guelph
   50 Stone Road East, Guelph, Ontario
   CANADA N1G 2W1
   Phone: +1 (519) 824-4120 ext. 56393

☐ IMPORTANT: On the outside of all boxes, make sure to include the following information (separate from the waybill) to prevent the package from getting lost in transit:
   o Sender name
   o Return address
   o Phone number
   o Tracking number