



Bulk Sample Shipment Checklist

- Send an email to cbg.collections@uoguelph.ca with the following:
- Notify that you are ready to ship a package; indicate the number of samples you will include and confirm shipping costs
 - 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
 - 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:
 - Decant ethanol (30ml/1oz or less per sample)
 - Double bag the samples with absorbent material as instructed in the Sampling SOP
 - 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:
 - Please write "**Insect Specimens for Scientific Study Only (dead), NON-HAZARDOUS, No Commercial Value**"
 - Make sure to put a zero (or the smallest permissible minimum) value as the samples have no commercial value
 - 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:
 - Sender name
 - Return address
 - Phone number
 - Tracking number