FedEx Shipment Insurance Value

Effective immediately when shipping blood or tissue via FedEx, please use the following for the declared values:

Blood Samples: $500/\textit{per} sample
Tissue Samples: $750/\textit{per} sample
SHIPPING IDS BLOOD TO MARSHALL HOSPITAL

Here is the address for Marshall Hospital for the FedEx shipments of IDS blood:

Marshall Hospital
ATTN: LABORATORY DELIVER IMMEDIATELY
1100 Marshall Way
Placerville, CA 95667

Please make sure they note: LABORATORY DELIVER IMMEDIATELY on the package.

When filling out the FedEx please email: pdixon@marshallmedical.org, klowe@marshallmedical.org and sheuston@stemexpress.com - ONLY THE SHIP AND DELIVERY BOXES SHOULD BE CHECKED FOR NOTIFICATION TO MARSHALL EMAILS.
PREPARING YOUR FEDEX SHIPPING LABEL:

- Enter your User Id and Password, Create a Shipment should be visible under your Password, and select the Login button
- Section 1. From
  - This contains your shipping information
- Section 2. To
  - Select the appropriate Contact Name – Researcher
- Section 3. Package & Shipment Details
  - Service Type - Select the appropriate Service Type, i.e. Priority Overnight (Note: All packages ship Priority Overnight unless special instructions are noted on the Task Page and/or RPR)
  - Packaging Type - Always select “Your Packaging”
  - No. of Packages - Input the number of packages/boxes.
  - Weight – Typical Weight is 4 lbs, unless using Dry Ice, then use 11 lbs
  - Declared Value – Use the following declared values:
    - Blood Samples: $500/per sample (i.e. 5 samples in shipment, declared value is $2500)
    - Tissue Samples: $750/per sample(i.e. 2 samples in shipment, declared value is $1500)
    - Tissue Samples for StemExpress Lab Only: $3500/per sample(i.e. 2 samples in shipment, declared value is $7000)
  - Ship Date - Use current Date
- Section 4. Billing Details
  - Bill Transportation to – this is preset by our Procurement Liaison Manager per each Researcher, check the RPR to make sure its noted properly
  - Special Services – Select any special services as required by the Researcher
  - Pickup/Drop Off – You are dropping off at FedEx location
  - Email Notifications:
    - Please insure all Researchers noted on the RPR receive email notification.
    - Additionally the Procurement Liaison Manager should be added as Email notification
    - Check the following boxes only for all email notifications:
      - Ship, Exception and Delivery
    - Add Personal Message:
      - Blood – Identify number of blood samples in the shipment, i.e., Dear (Name of Researcher), There are 5 samples in this shipment, Thank you, (your name)
• Tissue – Identify all tissues and gestations in the shipment, i.e.
  Dear (Name of Researcher), There is a 17wk Liver and Thymus sample in this shipment, Thank you, (your name)

PREPARING YOUR FEDEX SHIPPING LABEL (CONT.):

• Section 5. Complete your Shipment
  o Select the Ship button
  o Add the Tracking Number to the RPR
  o Print your Shipping Label and place it in a FedEx Shipping Pouch
  o Secure your Package and secure the FedEx Pouch with Label on top of the Cardboard Box

• Your package is ready to be dropped off at the appropriate FedEx DropOff Location.