



Laboratory Testing Management® (LTM™) User Guide

Shipping samples: International Shipping (to the US)

What can you do with LTM ship™? You can:

- **Generate shipping labels to ship samples at no charge**, via FedEx. NOTE: Labels cannot be generated in LTM to ship live animals.
- **Track your samples online**: FedEx tracking is done in real time. For instructions on how to track your samples with LTM Ship™, see the [Shipping samples – tracking shipments](#) user guide.



PLEASE NOTE that creating a shipping label in LTM does **not** notify the carrier. If your normal shipping process is to contact FedEx and schedule a package pick-up, you will still need to do so.

LTM Ship™ will prompt you for the information needed to generate a shipping label. If you have questions or get stuck, or would find it helpful to have guidance when using it for the first time, you can refer to this guide for help. Instructions begin on the next page; if you want to get to a specific step to find an answer quickly, use the links on the next page to quickly jump to just the step you need. Let's get started!

- 1. On the **Sample Shipments** tab (1), click the **Orders to Ship** tab (2), select the order(s) that you want to ship (3), and click the **Create Shipment** button (4) to start the Sample Shipment wizard.

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charles river

CATALOGSUPPLIESORDERS**SAMPLE SHIPMENTS**FACILITIESUSERSANALYTICS

SAMPLE SHIPMENTSShipments

Sample Shipment

2

Orders to ShipShipments

Generate major carrier (e.g., FedEx) shipping labels and track your shipments

4

Create Shipment

Type the Order Number or the destination (Order status) Show past / future 30 days Search Reset

2 records

3	ORDER NUMBER	DATE	STATUS	DESTINATION	LIVE ANIMAL	COLONY LOCATION	NOTES
☒	2019002389	Estimated: 4 Apr (10 days)	Scheduled	261 Ballardvale Street Receiving Dock, Bldg 22 Wilmington, MA 01887, USA	No	Default Location	
☒	2019002390	Estimated: 4 Apr (10 days)	Scheduled	261 Ballardvale Street Receiving Dock, Bldg 22 Wilmington, MA 01887, USA	No	Default Location	

2. The Sample Shipment wizard will prompt you to enter the following information:

Step*	Information requested
<u>CARRIER</u>	Select the country you are shipping from
	Select a carrier: FedEx or UPS
	Enter a shipping date
	Indicate if you are shipping live animals (you cannot generate international shipping labels from LTM for live animals)
	Indicate if the shipment contains dangerous goods (e.g., dry ice, formalin) / Affirm the person packing up the samples is certified to ship dangerous goods, if applicable
	Affirm that you have packaged the samples in accordance with IATA guidelines
<u>CUSTOMS INFORMATION</u>	Answer a series of questions about the samples you are shipping so we can determine the paperwork needed for US customs
<u>SENDER</u>	Enter the address you are shipping from and contact information
<u>BOXES</u>	Organize your samples into one or more boxes (LTM sets this up for you based on the ideal shipping conditions for your samples, but you can opt to make changes)
	Specify the shipping condition, weight, and shipping service (e.g., International Priority) for each box
	Confirm final sample type counts (and add in optional comments, as necessary)
<u>COMMODITIES</u>	Specify what you are shipping so we can pre-fill your paperwork as much as possible
<u>PRINT DOCUMENTS</u>	Print your shipping label(s)
	Print additional shipping documents to include in the box with your samples (submission form and sample shipment manifest)

*Click the step name in this table to jump directly to those instructions.

CARRIER

3. To begin, you will be asked for basic information about the carrier, shipping date, and type of goods you are sending. First, select the country from which you are shipping in the **Country Shipping From** drop-down (1), and then the carrier you wish to use (there is currently one choice: FedEx) from the **Carrier** drop-down (2). Enter or select the date you wish to ship in the **Shipping Date** field (3).

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CATALOG SUPPLIES ORDERS **SAMPLE SHIPMENTS** FACILITIES USERS ANALYTICS

SAMPLE SHIPMENTS Shipments

Sample Shipment 2883

Sample Shipments > Sample Shipment 2883

Related Orders: 2019002389 ✕ Remove 2019002390 ✕ Remove + Add

Status Draft

1. CARRIER 2. SENDER 3. BOXES 4. PRINT DOCUMENTS

Country Shipping From *

Carrier *

Shipping Date *

This shipment contains live animals? Yes ☐ No ☐

Does this shipment contain Hazardous Materials / Dangerous Goods (e.g., dry ice, infectious agents, hazardous chemicals)? Yes ☐ No ☐

☐ I take responsibility, for myself and my organization, for ensuring that this shipment is properly packaged and suitable for shipment in compliance with all applicable shipping regulations (e.g., IATA) and, if the shipment is being transported internationally, the shipment complies with all applicable permit and license requirements for this international shipment.

I acknowledge for myself and my organization that (i) shipping services are provided as a courtesy and a convenience to Customer at no cost to Customer; (ii) Charles River Laboratories and its affiliates are not liable for any damages that may arise in the course of shipment, including, without limitation, losses due to delay, consequential or special damages, loss of materials, loss of profits, business opportunities, or goodwill, losses due to noncompliance with international shipment requirements, the cost of re-performing services or obtaining substitute goods, and loss or corruption of data or data use; and (iii) that the carrier providing the actual shipping services to Customer has similar limitations of liability.

Continue

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After your carrier selection has been made, indicate if you are sending live animals, by selecting Yes or No (1). **NOTE:** Labels cannot be generated in LTM to ship live animals, so you will not be allowed to go past this point, and must follow your normal process to ship live animals.

Next, indicate whether or not this shipment contains dangerous goods (2). Please note that dry ice and formalin are classified as dangerous goods. If it does, you will need to certify that the individuals preparing the shipment are appropriately trained (3). In the example below, the shipment will contain dry ice.

Finally, click to accept the terms of use for this shipping feature (4) and then click **Continue** (5).

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CATALOG SUPPLIES ORDERS **SAMPLE SHIPMENTS** FACILITIES USERS ANALYTICS

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SAMPLE SHIPMENTS Shipments

Sample Shipment 2883

Sample Shipments > Sample Shipment 2883

Related Orders: 2019002389 ✕ Remove 2019002390 ✕ Remove + Add

Status Draft

1. CARRIER 2. CUSTOMS INFORMATION 3. SENDER 4. BOXES 5. COMMODITIES 6. PRINT DOCUMENTS

Country Shipping From: Canada *

Carrier: Fedex - preferred *

Shipping Date: 2019-04-04 *

This shipment contains live animals? Yes ☐ No ☒ 1

Does this shipment contain Hazardous Materials / Dangerous Goods (e.g., dry ice, infectious agents, hazardous chemicals)? Yes ☒ No ☐ 2

3 ☒ I certify that I have read and understand the only Hazardous Materials / Dangerous Goods accepted for processing in LTM are listed above and that all employees involved in preparing a Hazardous Materials / Dangerous Goods package for transport are properly trained and follow all applicable legal requirements.

4 ☒ I take responsibility, for myself and my organization, for ensuring that this shipment is properly packaged and suitable for shipment in compliance with all applicable shipping regulations (e.g., IATA) and, if the shipment is being transported internationally, the shipment complies with all applicable permit and license requirements for this international shipment.

I acknowledge for myself and my organization that (i) shipping services are provided as a courtesy and a convenience to Customer at no cost to Customer; (ii) Charles River Laboratories and its affiliates are not liable for any damages that may arise in the course of shipment, including, without limitation, losses due to delay, consequential or special damages, loss of materials, loss of profits, business opportunities, or goodwill, losses due to noncompliance with international shipment requirements, the cost of re-performing services or obtaining substitute goods, and loss or corruption of data or data use; and (iii) that the carrier providing the actual shipping services to Customer has similar limitations of liability.

5 Continue

Information: The shipping labels for the following Hazardous Materials / Dangerous Goods are generated in LTM:

- Category B Infectious Agents (UN3373)
- Formaldehyde Solutions by air in EXCEPTED QUANTITIES ONLY (i.e., 10% formalin or 4% paraformaldehyde: UN3334)*
- Dry Ice (UN1845) UPS dry ice weight may not exceed 2.5 kg (5.5 lb)**

*Ground shipping is available for larger quantities of formalin or formaldehyde.
**FedEx has no dry ice weight restrictions.

Shipping labels for any Hazardous Materials / Dangerous Goods not listed above cannot be generated in LTM, require a shipper's declaration, and you must arrange your own shipping label and documentation.

Follow [this link](#) for additional resources on shipping samples.

[Jump back to step description table](#)

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CUSTOMS INFORMATION

On this page, you will answer a series of questions about the samples you are shipping (1). This will help determine the paperwork that you will need for US customs. Once you have answered them, click **Continue** (2).

LTM Laboratory Testing Management

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SAMPLE SHIPMENTS Shipments

Sample Shipment 2883

Sample Shipments > Sample Shipment 2883

Related Orders: 2019002389 ✕ Remove 2019002390 ✕ Remove + Add

Status Draft

Shipping Date 4 Apr (in 10 days)

1. CARRIER 2. CUSTOMS INFORMATION 3. SENDER 4. BOXES 5. COMMODITIES 6. PRINT DOCUMENTS

Please answer all questions before proceeding to help determine any required licenses, permits, or other documents required for shipping your samples.

1. Have the laboratory animals from which this material was derived been exposed to or inoculated with any livestock or poultry disease agents exotic to the United States?

☐ Yes ☒ No

2. Are the materials known or suspected to contain etiological agents, hosts, or vectors capable of causing human disease?

☐ Yes ☒ No

3. Did the laboratory animals from which the material was derived originate from a facility where work with exotic disease agents affecting livestock or avian species is conducted?

☐ Yes ☒ No

4. Were the laboratory animals from which the material was derived inoculated with an immunogen?

☐ Yes ☒ No

5. Indicate all relevant options for the species from which materials in your shipment were obtained.

☐ Avian
☐ Equine
☐ Guinea Pigs
☐ Human
☐ Non-human primate (Simian)
☐ Ruminant
☐ Swine
☐ Zebrafish
☒ None Applicable

6. Are there any samples in a solution from equine, ruminant, swine, or avian species (e.g., FBS - fetal bovine serum)?

☐ Yes ☒ No

7. Does your shipment contain any food (e.g., animal feed)?

☐ Yes ☒ No

Continue

[\[Jump back to step description table\]](#)

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SENDER

4. On this tab, you select or enter your **Ship from Address**. The first time you come to this page, you will need to add in your shipping information, which will be partially prefilled for you (1). LTM will remember each address you ship from. For future shipments, you can select a previously-used address (2), or edit the fields in the **Ship from Address** to create a new one. (The very first time you visit this page, you won't have the **Select saved contact/address** link, since you don't have any, yet.)

The **Ship to Address** (3) will be pre-filled, based on the lab to which you are sending samples, and cannot be edited.

Once your **Ship from Address** is completed or selected, click **Continue** (4).

Sample Shipment 2883

Related Orders: 2019002389 ✕ Remove 2019002390 ✕ Remove + Add

Status: Draft

Shipping Date: 4 Apr (in 10 days)

1 CARRIER 2 CUSTOMS INFORMATION 3 SENDER 4 BOXES 5 COMMODITIES 6 PRINT DOCUMENTS

Ship from Address (1) Select saved contact / address (2) Ship to Address (3)

Organization: Université de l'Instruction *

Address 1: 324 Rang St-Régis N *

Address 2: *

City: St-Constant *

State Or Province: Quebec *

Zip Or Postal Code: J5A2E7 *

Country: Canada

Phone Number: 450-638-1571 *

Contact Name: Charlene Ruisseau *

Email: charlene.ruisseau@training.ca *

CRL Organization: ☐

Organization: Charles River Laboratories

Address 1: 261 Ballardvale Street

Address 2: Receiving Dock, Bldg 22

City: Wilmington

State Or Province: MA

Zip Or Postal Code: 01887

Country: USA

Phone Number: 781-222-6000

Continue (4)

[\[Jump back to step description table\]](#)

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BOXES

5. On this step of the wizard, you organize your samples into boxes and specify the shipping conditions (temperature) of each box, as well as the box weight and shipping service (e.g., International Priority).

The **Shipping Conditions** section (1) lists out the samples and sample types in your shipment, based on the sample count and sample types from the selected orders. This section is shown for reference.

The **Shipping Boxes** section (2) groups the samples into packages based on the storage conditions. You can go with the recommended shipping strategy, or make changes, as necessary. This section is where you will configure each box you are shipping.

The screenshot shows the LTM Laboratory Testing Management interface. The top navigation bar includes links for CATALOG, SUPPLIES, ORDERS, SAMPLE SHIPMENTS (active), FACILITIES, USERS, and ANALYTICS. The user is logged in as Customer: International_Shipper. The main header shows 'Sample Shipment 2883' and a 'Draft' status. Below the header, a progress bar indicates the current step is '4. BOXES'. The 'Shipping Conditions' section (1) displays a table of sample types and their ideal shipping conditions. The 'Shipping Boxes' section (2) shows two pending configurations for shipping boxes, one for Ambient and one for Frozen conditions.

Shipping Conditions 1

Sample types are arranged by ideal shipping condition

SAMPLE TYPE	#	SPECIAL INSTRUCTIONS	IDEAL SHIPPING	ALTERNATE SHIPPING	STORAGE CONDITIONS
Body/Fur Swab	14		Ambient	Refrigerated, Frozen	Ambient (20°C)
Feces	14		Ambient	Refrigerated, Frozen	Ambient (20°C)
HemaTIP	8		Ambient	Refrigerated, Frozen	4 °C
Oral Swab	14		Ambient	Refrigerated, Frozen	Ambient (20°C)
Lung Tissue	14	Keep Frozen	Frozen	None	-20 °C

Shipping Boxes (2 pending configuration) 2

You have 2 shipping boxes in your shipment.

SHIPPING CONDITIONS	SERVICE	WEIGHT	DRY ICE WEIGHT	SAMPLE TYPES	#	
Ambient			n/d	Body/Fur Swab	14	Configure ⚙️
				Feces	14	Remove ✕
				HemaTIP	8	
				Oral Swab	14	
Frozen			n/d	Lung Tissue	14	Configure ⚙️
						Remove ✕

BASIC RESEARCH

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The samples are initially grouped into packages by their sample type and ideal shipping condition (ambient, refrigerated, and frozen). Based on the two ideal shipping conditions in this example, the samples are separated into two boxes: one for samples to be shipped at ambient temperature and one for samples to be shipped frozen.

If the suggested boxes/shipping conditions work for you, then you can ship as listed (and you can skip to Step 8).

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CATALOG SUPPLIES ORDERS **SAMPLE SHIPMENTS** FACILITIES USERS ANALYTICS

SAMPLE SHIPMENTS Shipments

Sample Shipment 2883

Sample Shipments > Sample Shipment 2883

Related Orders: 2019002389 ✕ Remove 2019002390 ✕ Remove [+ Add](#)

Status: Draft

Shipping Date: 4 Apr (in 10 days)

1. CARRIER 2. CUSTOMS INFORMATION 3. SENDER **4. BOXES** 5. COMMODITIES 6. PRINT DOCUMENTS

Shipping Conditions

Sample types are arranged by ideal shipping condition

SAMPLE TYPE	#	SPECIAL INSTRUCTIONS	IDEAL SHIPPING	ALTERNATE SHIPPING	STORAGE CONDITIONS
Body/Fur Swab	14		Ambient	Refrigerated, Frozen	Ambient (20°C)
Feces	14		Ambient	Refrigerated, Frozen	Ambient (20°C)
HemaTIP	8		Ambient	Refrigerated, Frozen	4 °C
Oral Swab	14		Ambient	Refrigerated, Frozen	Ambient (20°C)
Lung Tissue	14	Keep Frozen	Frozen	None	-20 °C

Shipping Boxes (2 pending configuration)

[Add new box](#)

You have 2 shipping boxes in your shipment.

SHIPPING CONDITIONS	SERVICE	WEIGHT	DRY ICE WEIGHT	SAMPLE TYPES	#	
Ambient			n/d	Body/Fur Swab	14	Configure ⚠
				Feces	14	Remove ✕
				HemaTIP	8	
				Oral Swab	14	
Frozen			n/d	Lung Tissue	14	Configure ⚠
						Remove ✕

[Continue](#)

6. For each sample type, any alternate shipping conditions are listed. You can see that the lung tissue must be kept frozen, while the other sample types (body/fur swabs, feces, orals swabs, and HemaTIPs) can be shipped refrigerated, frozen, or at ambient temperature.

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CATALOG SUPPLIES ORDERS **SAMPLE SHIPMENTS** FACILITIES USERS ANALYTICS

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SAMPLE SHIPMENTS Shipments

Sample Shipment 2883

Sample Shipments > Sample Shipment 2883

Related Orders: 2019002389 ✕ Remove 2019002390 ✕ Remove [+ Add](#)

Status: Draft

Shipping Date: 4 Apr (in 10 days)

1 CARRIER 2 CUSTOMS INFORMATION 3 SENDER **4 BOXES** 5 COMMODITIES 6 PRINT DOCUMENTS

Shipping Conditions

Sample types are arranged by ideal shipping condition

SAMPLE TYPE	#	SPECIAL INSTRUCTIONS	IDEAL SHIPPING	ALTERNATE SHIPPING	STORAGE CONDITIONS
Body/Fur Swab	14		Ambient	Refrigerated, Frozen	Ambient (20°C)
Feces	14		Ambient	Refrigerated, Frozen	Ambient (20°C)
HemaTIP	8		Ambient	Refrigerated, Frozen	4 °C
Oral Swab	14		Ambient	Refrigerated, Frozen	Ambient (20°C)
Lung Tissue	14	Keep Frozen	Frozen	None	-20 °C

Shipping Boxes (2 pending configuration)

[Add new box](#)

You have 2 shipping boxes in your shipment.

SHIPPING CONDITIONS	SERVICE	WEIGHT	DRY ICE WEIGHT	SAMPLE TYPES	#	
Ambient			n/d	Body/Fur Swab	14	Configure ⚠
				Feces	14	Remove ✕
				HemaTIP	8	
				Oral Swab	14	
Frozen			n/d	Lung Tissue	14	Configure ⚠
						Remove ✕

[Continue](#)

7. If you would like to combine them into a single box (if appropriate, based on allowed shipping conditions—in this example, all sample types can be combined into a single box and shipped frozen), or otherwise rearrange things, please refer to the [Shipping samples – rearranging boxes](#) user guide.
8. Once you have your samples arranged in the boxes, you will need to configure the service (e.g., International Priority) and the package weight for each. To do this, click **Configure**.

Shipping Boxes (2 pending configuration) Add new box

You have 2 shipping boxes in your shipment.

SHIPPING CONDITIONS	SERVICE	WEIGHT	DRY ICE WEIGHT	SAMPLE TYPES	#	
Ambient			n/d	Body/Fur Swab	14	Configure ⚠
				Feces	14	Remove
				HemaTIP	8	
				Oral Swab	14	
Frozen			n/d	Lung Tissue	14	Configure ⚠

[Continue](#)

9. In the pop-up, select the service and add in the package weight (you can specify weight in pounds or kilograms).

For the box that is shipping frozen, you are also prompted to enter in the dry ice weight. Once you have finished, click the **Save** button.

The image displays two side-by-side screenshots of a shipping configuration pop-up window. The left window is for 'Ambient' shipping conditions, and the right window is for 'Frozen' shipping conditions. Both windows have a 'Shipping Conditions' dropdown, a 'Service' dropdown, and a 'Weight' input field with a unit selector (LB or KG). The 'Frozen' window also includes a 'Refrigerant' dropdown and a 'Dry Ice Weight' input field. Both windows feature a table of sample types with columns for 'SAMPLE TYPE' and 'NUMBER', and a 'Save' button at the bottom.

Left Window (Ambient Shipping):

- Shipping Conditions: Ambient
- Service: International Priority
- Weight: 1 LB
- Sample Type Table:

SAMPLE TYPE	NUMBER
Body/Fur Swab	14
Feces	14
HemaTIP	8
Oral Swab	14

Right Window (Frozen Shipping):

- Shipping Conditions: Frozen
- Service: International Priority
- Weight: 3.5 LB
- Refrigerant: Dry Ice
- Dry Ice Weight: 3 KG
- Sample Type Table:

SAMPLE TYPE	NUMBER
Lung Tissue	14

10. You should see a message letting you know that your shipment box has been successfully updated and the  symbol next to the **Configure** link is now gone (1).

If you need to add an additional box, you can click the **Add new box** button to add more (2) and enter in the shipping service and weight (plus sample types and quantities, as needed) for the new package in the pop-up.

When you have your box(es) configured, click **Continue** (3).



Shipping Boxes

You have 2 shipping boxes in your shipment.

SHIPPING CONDITIONS	SERVICE	WEIGHT	DRY ICE WEIGHT	SAMPLE TYPES	#	
Ambient	International Priority	1.00 LB	n/d	Body/Fur Swab	14	Configure Remove
				Feces	14	
				HemaTIP	8	
				Oral Swab	14	
Frozen	International Priority	3.50 LB	3.00 LB	Lung Tissue	14	Configure Remove

Add new box

Continue

[\[Jump back to step description table\]](#)

COMMODITIES

11. On the **Commodities** tab, you will specify the weight and unit value of the individual sample types, so we can pre-fill your paperwork as much as possible.

Sample Shipment 2883

Related Orders: 2019002389 ✕ Remove 2019002390 ✕ Remove + Add

Status: Draft

Shipping Date: 4 Apr (in 10 days)

1. CARRIER 2. CUSTOMS INFORMATION 3. SENDER 4. BOXES 5. COMMODITIES 6. PRINT DOCUMENTS

Shipping Commodities (2 pending configuration)

Configure commodities to appear on the commercial invoice.

SHIPPING CONDITION	WEIGHT	SPECIES	HTS CODE	COMMERCIAL INVOICE DESCRIPTION	UNIT VALUE	#	
Ambient	1.00 LB	Rat	0511.99.40.70	Animal feces (not fixed) from Rats	0.50	14	Configure
		Rat	0511.99.40.70	Animal swab from Rats	0.50	28	Configure
		Mouse	0511.99.40.70	Dried blood from Mice	1.41	8	Configure
Frozen	3.50 LB	Rat	0511.99.40.70	Frozen tissue from Rats	0.50	14	Configure

[Continue](#)

As with the previous tab, this is done for each box by clicking **Configure**.

12. In the pop-up, be sure information is entered into the Unit Value, Net Weight, and Quantity fields (1). Some may be filled with default values; you can leave them as is, or adjust as needed.

If you need to add additional commodities, select the appropriate **Species** and **Sample type category** from the drop-downs and click **+Add** (2). You can then fill in/adjust the unit value, net weight, and quantity for each added commodity.

Once you are all set with this, click the **Save** button (3).

Configure Box Commodities

(Species) (Sample type category)

+ Add

SPECIES	HTS CODE	COMMERCIAL INVOICE DESCRIPTION	UNIT VALUE (USD)	NET WEIGHT (LB)	QUANTITY	
Rat	0511.99.40.70	Animal feces (not fixed) from Rats	0.5 *	*	14 *	✕ Remove
Rat	0511.99.40.70	Animal swab from Rats	0.5 *	*	28 *	✕ Remove
Mouse	0511.99.40.70	Dried blood from Mice	1.41 *	*	8 *	✕ Remove

Save

13. Configure the commodities in each box, if you have more than one. Once finished, click **Continue**.

Sample Shipment 2883

Sample Shipments > Sample Shipment 2883

Related Orders: 2019002389 ✕ Remove 2019002390 ✕ Remove + Add

Status: Draft

Shipping Date: 4 Apr (In 10 days)

1. CARRIER 2. CUSTOMS INFORMATION 3. SENDER 4. BOXES 5. COMMODITIES 6. PRINT DOCUMENTS

Shipping Commodities

Configure commodities to appear on the commercial invoice.

SHIPPING CONDITION	WEIGHT	SPECIES	HTS CODE	COMMERCIAL INVOICE DESCRIPTION	UNIT VALUE	#	
Ambient	1.00 LB	Rat	0511.99.40.70	Animal feces (not fixed) from Rats	0.50	14	⚙️ Configure
		Rat	0511.99.40.70	Animal swab from Rats	0.50	28	
		Mouse	0511.99.40.70	Dried blood from Mice	1.41	8	
Frozen	3.50 LB	Rat	0511.99.40.70	Frozen tissue from Rats	0.50	14	⚙️ Configure

Continue

[\[Jump back to step description table\]](#)

PRINT DOCUMENTS

14. You can now print the shipping label(s) for your box(es). First, select the label format from the **Label Format** drop-down (1). Then, click the **Generate Label** button for each box (2).

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CATALOG SUPPLIES ORDERS **SAMPLE SHIPMENTS** FACILITIES USERS ANALYTICS

SAMPLE SHIPMENTS Shipments

Sample Shipment 2883

Sample Shipments > Sample Shipment 2883

Related Orders: 2019002389 ✕ Remove 2019002390 ✕ Remove [+ Add](#)

Status: Draft

Shipping Date: 4 Apr (in 10 days)

1. CARRIER 2. CUSTOMS INFORMATION 3. SENDER 4. BOXES 5. COMMODITIES 6. PRINT DOCUMENTS

Shipping Boxes

Generate free postage and shipping documents for your 2 shipping boxes.
Please note that you must contact the carrier to schedule a pickup or drop packages off at a designated carrier pickup location.

1 (Select Label Format)

SHIPPING CONDITIONS	SERVICE	WEIGHT	DRY ICE WEIGHT	SAMPLE TYPES	#	STATUS
Ambient	International Priority	1.00 LB	n/d	Body/Fur Swab	14	Generate Label
				Feces	14	
				HemaTIP	8	
				Oral Swab	14	
Frozen	International Priority	3.50 LB	3.00 LB	Lung Tissue	14	Generate Label

2

BASIC RESEARCH

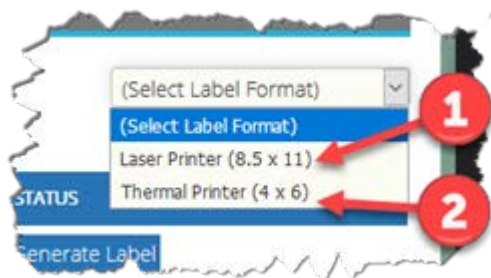
DISCOVERY

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Available label formats are **Laser Printer** (1) which prints on an 8.5 x 11-inch letter-size sheet of paper in a regular laser printer, or **Thermal Printer** (2) which prints on a 4 x 6-inch label. If your institution does a lot of shipping, you may have one of these special thermal shipping label printers; if not, use the **Laser Printer** option.



The label file will be generated and open. You can print or save it now, or close it for printing later.

Once you do print your label(s), attach them to the package(s), and contact the carrier to arrange for a pick-up or drop them off at an appropriate location for shipping.



PLEASE NOTE: You may see "BILL SENDER" or something similar, printed on the label. Since you are creating the labels with our account (via LTM), Charles River is technically the sender, which is why this may appear. Please be assured that Charles River is charged for all shipments set up through LTM.

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If you close the label, you can return here later as it will remain available for printing on this page. You will see the text **Label Created** (1), where the **Generate Label** button was previously displayed. Click **Print Label** (2) to view/print/save the generated label. Click **Print Commercial Invoice** (3) to view/save/print the commercial invoice for each box.

If need to make any changes here (e.g., you realize you need an additional box to fit all the samples), go ahead and make them, and then generate the label for the additional box.

LTM
Laboratory Testing Management

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CATALOG SUPPLIES ORDERS **SAMPLE SHIPMENTS** FACILITIES USERS ANALYTICS

charles river

SAMPLE SHIPMENTS Shipments

Sample Shipment 2883

Sample Shipments > Sample Shipment 2883

Related Orders: 2019002389 ✕ Remove 2019002390 ✕ Remove + Add

Status Draft

Shipping Date 4 Apr (in 10 days)

1. CARRIER 2. CUSTOMS INFORMATION 3. SENDER 4. BOXES 5. COMMODITIES 6. PRINT DOCUMENTS

Shipping Boxes (Select Label Format)

Generate free postage and shipping documents for your 2 shipping boxes.
Please note that you must contact the carrier to schedule a pickup or drop packages off at a designated carrier pickup location.

SHIPPING CONDITIONS	SERVICE	WEIGHT	DRY ICE WEIGHT	SAMPLE TYPES	#	STATUS
Ambient	International Priority	1.00 LB	n/d	Body/Fur Swab	14	Label Created Track
				Feces	4	
				HemaTIP	8	
				Oral Swab	14	
Frozen	International Priority	3.50 LB	3.00 LB	Lung Tissue	14	Label Created Track

1. Label Created 2. Print Label 3. Print Commercial Invoice

Be sure to also print out and include a hard copy of all necessary shipping documents (4). The first two listed (1) are the order submission form(s) and shipment manifest, which should be sealed inside in each package along with your samples. To view/save/print these documents, click the **Download** link for each one. For a multi-box shipment, please include a copy of the shipping manifest in each box.

The other documents in the list (2) (whose number and type will vary, depending on what you are sending), along with the commercial invoice, should be included on the outside of your boxes for FedEd and US Customs.

LTM
Laboratory Testing Management

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				HemaTIP	8		
				Oral Swab	14		
Frozen	International Priority	3.50 LB	3.00 LB	Lung Tissue	14	Label Created Track	Print Label
							Print Commercial Invoice

Shipping Documents

Additional shipping documents that may be required are suggested below. Contact us with any questions.

NAME	DESCRIPTION		
Submission Form (sample shipment)	Prints submission forms for all orders in the selected sample shipment	1	Download
Sample Shipment Manifest	Shipping manifest to include with the order submission forms to help CRL receiving process your samples		Download
CDC Letter	Letter to CDC may be required. Download template and adjust as needed. Include 3 copies for customs.		Download
USDA Letter	Letter to USDA may be required. Download template and adjust as needed. Include 3 copies for customs.	2	Download

If you are including a CDC or USDA letter with your samples, you will need to open them up (they will open in Word, or your default word processing software) and adjust the text, so they are customized for your specific shipment, before printing. The text that should be adjusted is in red, and is in there as a placeholder and example. Here is an example of a CDC letter, downloaded from LTM and then updated with specific information for an example shipment.

Initial version printed from LTM:

(Shipper's company letterhead, including shipper's physical address)

CDC Statement

Date: June-03-2019

To Whom It May Concern:

With regard to the package shipped under airway bill number *(Courier tracking number here)*, I certify:

1. This shipment contains 20 Animal feces (not fixed) from Mouse; 40 Animal swab from Mouse.
(Indicate the source of the samples. For example, "samples collected from barrier-raised laboratory mice.")
2. These materials are **not** known or suspected to contain etiological agents, hosts, or vectors capable of causing of human disease. *(Reason why here, for example "Serum samples were collected from laboratory mice bred and raised in a barrier room colony with a defined health profile, and heat-inactivate 56 degrees C/30 minutes prior to shipping.")*
3. These materials have been packaged, labelled and transported in accordance with all applicable regulations.

Sincerely,

(Original signature here)

*(Contact info here:
Name and title of responsible department head
University Alabama Birmingham
1800 9th Ave. South
Birmingham NU 35294-2800 Canada
Department head email address, phone #, etc)*

Final version, after customizing to your specific shipment:

Université de L'Instruction
324 Rang St-Régis Nord
St-Constant, QC J5A 2E7, Canada

CDC Statement

Date: June-03-2019

To Whom It May Concern:

With regard to the package shipped under airway bill number 7946 1509 3433, I certify:

1. This shipment contains 20 Animal feces (not fixed) from Mouse; 40 Animal swab from Mouse.
Samples collected from vivarium-raised laboratory mice
2. These materials are **not** known or suspected to contain esological agents, hosts, or vectors capable of causing of human disease. Swabs and feces werecollected from laboratory mice from a vivarium colony with a defined health profile.
3. These materials have been packaged, labelled and transported in accordance with all applicable regulations.

Sincerely,



Dr. Charlene Ruisseau
Animal Facility Manager

Université de L'Instruction
324 Rang St-Régis Nord
St-Constant, QC J5A 2E7, Canada
charlene.ruisseau@crl.com
781.222.6000

If you have questions about the paperwork to be included with your shipment, please refer to the [Shipping Information on the Sample Submission and Shipping Information page on our website](#). There is also contact information there, if your situation is not covered or if you still have questions.



PLEASE NOTE that creating a shipping label in LTM does **not** notify the carrier. If your normal shipping process is to contact FedEx and schedule a package pick-up, you will still need to do so.

[\[Jump back to step description table\]](#)

BASIC RESEARCH

DISCOVERY

SAFETY ASSESSMENT

CLINICAL SUPPORT

MANUFACTURING SUPPORT