



Mailer Kit Assembly Instructions

The following instructions have been developed to help you in assembling and using the mailer kit for collecting samples using products from DNA Genotek via the mail. These kits have been designed to adhere to the International Air Transport Association (IATA) regulations specifically for donor specimens for which there is minimal likelihood that pathogens are present.

Contents of the Mailer Kit include:

DNA Genotek provides the following individual items in bulk.

For Human Samples

- Envelopes and Labels: Catalogue number MO-A
 - Larger 'mail to' mailing envelope
 - Smaller 'return' bubble envelope marked "exempt human specimen"
 - Blank mailing labels (2 per mailing solution)
 - Donor Mailing Instructions (1 per mailing solution)
- Bio-specimen Bag: Catalogue numbers MO-3(generic) or MO-4(specific to the 500 series tubes)
 - Liquid tight transport plastic bag including absorbent material

For Animal Samples

- Envelopes and Labels: Catalogue number MO-B
 - Larger 'mail to' mailing envelope
 - Smaller 'return' bubble envelope marked "exempt animal specimen"
 - Blank mailing labels (2 per mailing solution)
 - Donor Mailing Instructions (1 per mailing solution)
- Bio-specimen Bag: Catalogue numbers MO-3
 - Liquid tight transport plastic bag including absorbent material

To be provided by the researcher:

- Postage for the "mail to" and "return" envelopes
- Any other donor user forms the researcher would like to include
- DNA Genotek Self-Collection Kit (purchased separately)

Assembly instructions:

1. Print a SHIP TO address label that includes the donor address.
2. Print a RETURN SHIPPING address label that includes the address to which the sample should be returned.
Note: We can provide you with a word template if you wish to do these electronically.
2. Apply the SHIP TO label to the mailing envelope.
3. Apply the RETURN SHIPPING label to the bubble envelope.
4. Apply appropriate postage to the "ship to" and "return" envelopes.
5. Place all required contents in the SHIP TO mailing envelope, including:
 - Collection Kit placed inside the RETURN SHIPPING bubble envelope,
 - One liquid tight transport plastic bag with absorbent material, and
 - Donor Mailing Instructions.
6. Close the SHIP TO mailing envelope.

Please be sure to check with your local post office to see if any other labeling is required (e.g. small packet or air mail stickers).