

SOP: International Shipping Blood Draw Samples to SpectraCell Laboratories (Houston, TX)

Purpose

This procedure provides instructions for preparing and shipping human blood draw samples to SpectraCell Laboratories in Houston, Texas. It ensures compliance with international shipping requirements and guarantees that all specimens arrive within **48 hours** of collection.

Scope

This SOP (Standard Operation Procedure) applies to all providers and clinics that collect blood samples for SpectraCell testing outside of the United States.

This SOP covers the procedures for shipping blood draw kits internationally to SpectraCell Laboratories in Houston, Texas. It assumes that the kit is already fully packed and sealed according to local clinical and biosafety requirements. This SOP does **not** cover the preparation or packaging of blood collection tubes inside the kit.

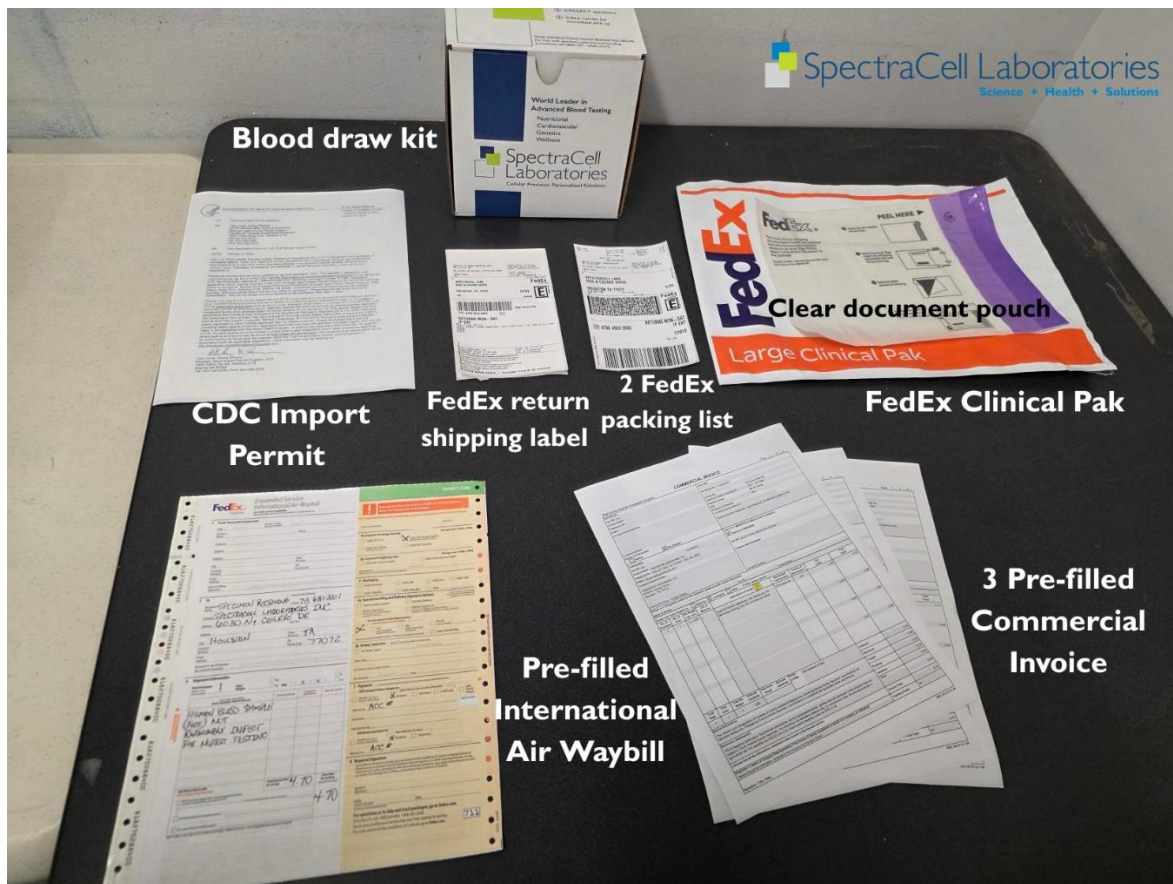
Responsibilities

- **Provider/Clinic Staff** are responsible for:
 - Correctly packaging the sample kit.
 - Completing required documentation.
 - Ensuring the shipment is given to FedEx within the same day of collection.
 - **SpectraCell Laboratories** provides the sample kit, FedEx shipping materials, and required documentation templates.
-

Materials Provided

- Blood draw kit.
- FedEx Clinical Pak (outer shipping bag).

- Clear document pouch (affixed to outside of FedEx bag).
 - 3 Pre-filled Commercial Invoice template.
 - Pre-filled International Air Waybill (if applicable), 5pg carbon copy. Client keeps the Sender's copy and all other copies go inside FedEx pouch)
- OR 1 FedEx return shipping label and 2 FedEx packing list, return label affixed to the FedEx pouch on the FedEx bag & the other 2 packing list inside pouch.
- CDC Import Permit (copy).



Procedure

1. Insert Kit into FedEx Clinical Pak

- Place the ready-to-ship blood draw kit and requisition into the provided FedEx Clinical Pak (shipping bag).
- Ensure the kit is **undamaged and free of leaks** before sealing the bag securely.

2. Prepare the Document Pouch

On the outside of the FedEx bag, locate the clear document pouch. Insert the following three documents:

2.1 Commercial Invoice

- The Commercial Invoice is pre-filled except for the sections highlighted in the image below, **which must be completed by the sender**:
 - Shipper's information (clinic name, address, contact).
 - Patient's country of origin.
 - Ship Date.
 - Air Waybill No./Tracking No.
 - Signature of shipper and date at the bottom of the form.
- Place the signed invoice into the document pouch.

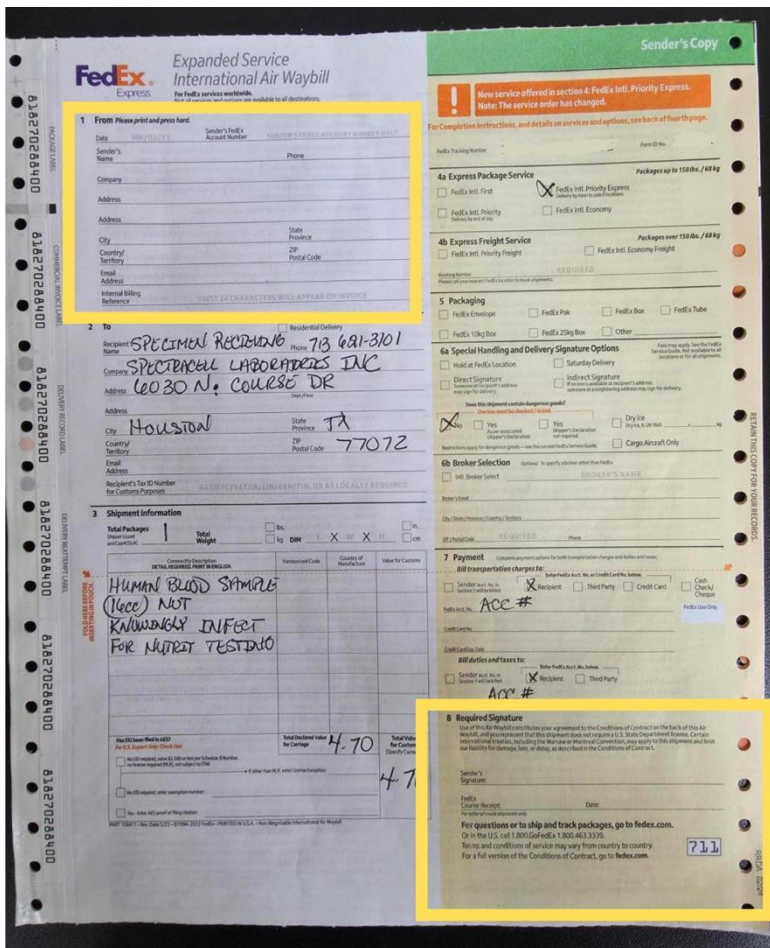
This invoice must be completed in English. **COMMERCIAL INVOICE** Page 1 of 1

EXPORTER: Tax ID# (S): Contact Name: Telephone No.: E-Mail: Company Name/Address: Country/Territory: Parties to Transaction: ☐ Related ☒ Non-Related		SHIP DATE: Air Waybill No./Tracking No.: Invoice No.: Purchase Order No.: Same as FedEx Tracking No. N/A - No Sale Payment Terms: Bill of Lading N/A N/A Purpose of Shipment: OTHER (PLEASE SPECIFY): Exempt Human Specimen, non-infectious, for laboratory testing only.						
CONSIGNEE: Tax ID# (S): 76-053012 Contact Name: SpectraCell Laboratories, Inc. Telephone No.: 800-227-5227 or 713-821-1301 ext. 8507 E-Mail: shipping@spectracell.com Company Name/Address: SpectraCell Laboratories, Inc. 8030 N Course Drive Houston, TX 77072 Country/Territory: United States		SOLD TO / IMPORTER (if different from Consignee): ☒ Same as CONSIGNEE Tax ID# SELECT DOWN ARROW FOR OPTIONS Company Name/Address: Country/Territory:						
If there is a designated broker for this shipment, please provide contact information: Name of Broker: Tel. No.: Contact Name:								
Duties and Taxes Payable by: ☐ Exporter ☒ Consignee ☐ Other, please specify:								
No. of Packages	No. of Units	Net Weight (LBS / KGS)	Unit of Measure	Description of Goods	Harmonized Tariff Number	Country of Manufacture	Unit Value	Total Value
1	1	1.1 LBS	1	Exempt Human Specimen, non-infectious, for laboratory testing only. No commercial value.	HTS 3002.90.	US	4.70	4.70
							0.00	0.00
							0.00	0.00
							0.00	0.00
Total	Total	Total Net	(Indicate LBS/KGS)	Total Gross Weight (LBS/KGS)	Terms of Sale:	Unit-Declared at Place:	Subtotal:	4.70
1	1	1	LBS				Insurance:	0.00
Special Instructions:							Freight:	0.00
The collection and transportation kit consists of a sturdy cardboard shipping box, containing Exempt Human Specimen, non-infectious, for laboratory testing only. Packaged as Exempt Human Specimen, non-infectious, in compliance with applicable carrier requirements.							Packing:	0.00
Declaration Statement(s):							Handling:	0.00
TSCA Negative Certification: SpectraCell Laboratories, as the consignee/importer, certifies that all chemicals in this shipment are not subject to TSCA. Exempt Human Specimen, non-infectious, for laboratory testing only. No animal products or agricultural risk. Not classified as UN3373. No CDC import permit required under 42 CFR 71.54.							Other:	0.00
I declare that all the information contained in this invoice to be true and correct.							Invoice Total:	4.70
Originator or Name of Company Representative If the invoice is being completed on behalf of a company or individual, declare that all the information contained in this invoice to be true and correct.							Currency Code:	USD
Signature / Title / Date:								

REV. 04.10.13-1.06

2.2 International Air Waybill (AWB) / FedEx Return Label

- **If SpectraCell provided a FedEx return label:**
 - 1 affixed to the FedEx pouch on the FedEx bag & the other 2 inside pouch. No further action is needed.
- **If SpectraCell provided an Air Waybill (AWB)**
 - Complete the shipper information at the top left and sign at the bottom right, as highlighted in the image below.
 - Client keeps the Sender's copy (first page) and all other copies go inside FedEx Pouch



- **If the shipper is shipping under their own FedEx account:**
 - Create a shipment online at **fedex.com** → **Ship** → **Create Shipment**.
 - Service type must be **FedEx International Priority Express** or **FedEx International First** (to guarantee delivery within 48 hours).

- Recipient:
 - SpectraCell Laboratories
 - 6030 North Course Drive
 - Houston, TX 77027, USA
- Description of goods: **Human Blood Sample (16cc) – Not knowingly infectious for Nutrition Testing.**
- HS Code (if applicable): **3002.90**
- Does the shipment contain dangerous goods? **No**
- Declared value: 4.7 USD
- Print the FedEx label and attach it to the FedEx bag.

2.3 CDC Import Permit

- A copy of the CDC import permit is provided with the kit.
- Insert this permit into the document pouch along with the invoice and label.

3. Final Shipment Preparation

1. Confirm that all three documents (3 Commercial Invoice, FedEx Label/AWB, CDC Permit) are inside the pouch.
2. Place both the test kit and the completed requisition form inside the FedEx Clinical Pak and make sure the Pak is properly sealed.
3. Arrange for FedEx pickup or drop off at the nearest FedEx Express location before the daily cutoff.
4. Record the tracking number and retain your records.

Important Notes

- Ship **on the same day as collection** to ensure arrival within 48 hours.
- Do not use FedEx Economy services; only **International Priority Express** or **International First** are acceptable.

- If using SpectraCell's pre-printed return label, do not attempt to create a separate Air Waybill — the label already includes it electronically.
- Please check with your local FedEx office to confirm any additional export or import documentation required in your country.

Disclaimer

This SOP covers shipments entering the **United States**.

Some countries may require additional documentation to export human blood samples internationally. It is the responsibility of the sender to comply with **local export regulations**. SpectraCell Laboratories is not responsible for country-specific requirements outside the United States.

Contact Information

For questions or support, please contact:

SpectraCell Laboratories – Customer Service

 [\(800\) 227-LABS](tel:(800)227-LABS)

 support@spectracell.com