



Bulletin #82 September 5, 2014

Key Points to shipping newborn screening samples through Purolator

Purolator Accounts: All sites should have received their account number and welcome package, if you have not yet received this information please contact Megan at msayer@cheo.on.ca. The account numbers provided will be billed to Newborn Screening Ontario's (NSO) account. These accounts should only be used for shipping newborn screening samples. Sites will be invoiced for non-newborn screening shipments. **If you have not already done so, please begin using your Purolator account immediately.**

If your site has a Purolator account for other purposes please refer to the welcome package (attached). This will walk you through how to name the accounts in order to select the appropriate one when creating shipments.

Packaging Material: Please use the "Purolator Express Packs". These are tear-proof, water-resistant packs that will keep samples safe and dry during transit. Make sure to order "labelopes" as well - these are the clear plastic sleeves designed to fit the bill of lading. Do not use cardboard envelopes. Any cardboard envelopes can be sent back to Purolator upon next pick up.

Service Option: Please choose "Purolator Express Pack" service option. Express Pack 9am and Express Pack 10:30am should not be chosen for newborn screening sample shipment. NSO's contract with Purolator ensures samples arrive in our lab by 8am.

Sample Shipment: Newborn screening cards should be sent no later than 24 hours after collection and, ideally, as soon as the blood spots are dry (2-3 hours after collection).

Creating a Shipment: Please create all shipments online at www.purolator.com. Please do not use the "preprint order form" circulated with the welcome package. Shipments created with paper preprint waybills cannot be tracked.

Tracking Samples: Want to know when a specific sample arrive at NSO's lab? Use the "tracking reference" field. Here you may enter the newborn screening form number found at the top of the collection cards. These reference values can be used in the "track shipment" feature on Purolator's home page.

