

# UPS Courier Service

## Procedure for packing and shipping bloodspots

- Place each bloodspot kit in its envelope provided by Oregon State Public Health Laboratory. One bloodspot per envelope.
- Place envelopes in insert packaging provided by UPS
- Apply Label

## UPS web based system

- UPS web-based system allows you to print labels
- Allows you to track package

All first bloodspot forms will be picked up by UPS daily. (Do not batch forms). Second forms need to go by regular mail, but if the lab is located within the hospital, those bloodspots can go with daily courier.

A UPS representative will be contacting all hospitals to provide information on packing/shipping procedures and will set-up UPS Web-based System.

Contact Brenda Romero– Newborns Screening program Manager at (505) 476-8857, if your hospital has not been contracted or for any questions.