

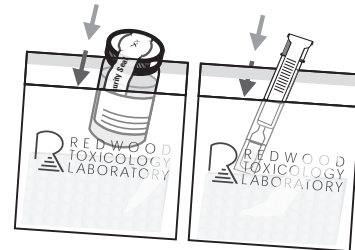
Shipping specimens to the lab.

Dear Valued Customer:

We have enclosed your new shipping and packaging supplies. Please follow the guidelines listed below when shipping your specimen(s) to Redwood Toxicology Laboratory.

After labeling* and sealing the specimens tightly, place them into a RTL branded plastic baggie with absorbent material. There are two separate shipping methods to consider. Please choose the shipping method which corresponds to the number of specimen(s) being sent:

* Labeling & shipping instructions also available online:
www.redwoodtoxicology.com/resources/labeling_shipping/



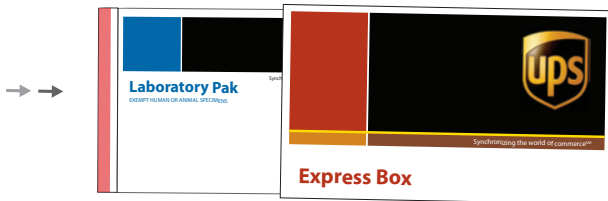
Seal bottle or collector in baggies with the absorbent material.

Sending FIVE (5) or MORE Specimens

Send to lab via UPS:

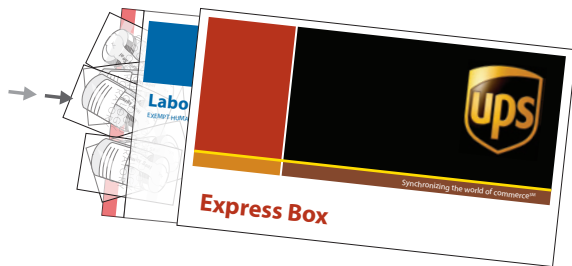
Please use both an inner plastic bag: "UPS Laboratory Pak for Human or Animal Specimens", along with the outer container package: "UPS Express Box".

1. The Laboratory Pak should be placed into the UPS Express Box. The UPS Express Box is designed for Next Day Air shipping and provides additional protection for specimen transport.



Place the Laboratory Pak into the Express Box.

2. Seal specimens tightly and enclose them in the UPS Laboratory Pak. The interior packaging will provide water-tight protection for your specimens. Seal the UPS Laboratory Pak and the UPS Express Box.



Place 5 or more specimens in UPS Laboratory Pak.

3. Seal the UPS Express Box and attach a preprinted UPS Next Day Air Saver® form for overnight shipping.



Attach UPS Next Day Air Saver® form to Express Box. Retain Shipper's copy for your records.

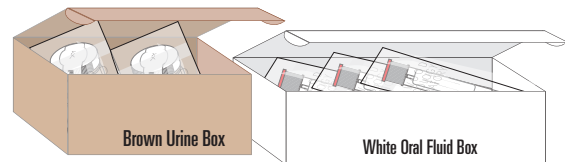
Oral fluids and urine may be sent in the same UPS Laboratory Pak when sending 5 or more specimens (e.g. three urine specimens and two oral fluid specimens). Be sure that your UPS Box has at least five (5) urine or oral fluid specimens per box. Any box with fewer than 5 specimens will be charged a \$7.00 short shipment fee on the RTL account statement. (Refer to next section for less than 5 specimens).

Sending FEWER than FIVE (5) Specimens

Send to lab via U.S. Postal Service:

Please use the Pre-paid U.S. Mailer boxes.

1. Enclose sealed specimen(s) into the Pre-paid U.S. Mailer box.
2. Please do not mix oral fluid and urine specimens in the same Pre-paid Mailer box! Per U.S. Postal Service regulations, use the box provided specifically for each type of test as indicated on the Pre-paid Label.



Place the specimen(s) in a Pre-paid U.S. Mailer box.

RTL CLIENT SERVICES CONTACT INFORMATION:

Phone: 800-255-2159 ext. 4399 // Fax: 707-577-0365
Email: clientservices@redwoodtoxicology.com

PACKAGING NOTICE: Leaky specimens may be returned to your agency by the shipping provider. If you require training on specimen collection and shipping procedures, please contact RTL's Client Services department.