

OPI: SCI/FSLD

SAMPLE SHIPMENT PROCEDURES

I. PURPOSE

This directive provides shipping procedures for in-plant inspection personnel who submit samples for analyses to the Field Service Laboratories Division (FSLD) laboratories.

II. CANCELLATION

(Reserved)

III. REASON FOR REISSUANCE

(Reserved)

IV. REFERENCES/RELATED PROCEDURES

A. Guidelines for Laboratory Sampling

B. MPI Bulletin 77-114, Residue Sampling Requirements

C. MPI Directive 917.1, Rev. 2, Meat and Poultry Residue Program

D. MPI Bulletin 83-3, Submission of Surveillance Samples for Biological Residue Analyses

V. RESPONSIBILITIES

A 1982 FSLD study of the in-transit times for samples submitted by inspectors from the plants to FSLD laboratories revealed that domestic samples averaged 3.5 calendar days (with a high of 12 days) and that import samples averaged 6.2 calendar days (with a high of 36 days). Several of the variables which affect shipping time are controlled by inspection personnel. For example unless a sample weighing more than 12 ounces is endorsed "priority mail", it will be processed as third or fourth class mail and may take up to 2 weeks for delivery.

It is the responsibility of the in-plant inspector who is shipping samples to FSLD laboratories for analyses to assure that the most effective and efficient shipping means available is used. Attachment 1, General Carrier Information, provides general information about several carriers of which inspectors should be aware prior to shipping samples to an FSLD laboratory.

VI. PROCEDURES

In conjunction with the information outlined in Attachment 1, the following specific procedures will be followed when shipping samples:

A. When normal delivery time for samples is acceptable, the inspector may use the U.S. Postal Service first class and label the cartons "priority mail".

B. When the transit time for rush samples must be reduced to an absolute minimum, alternatives should be considered as follows:

1. Call the local U.S. Post Office to determine if express mail is available and identify special packaging requirements. Laboratories receive samples daily including weekends and holidays. Do not hold shipments for a weekday delivery.

2. Select the carrier that assures the least time in transit when express mail is unavailable. For example, Federal Express guarantees overnight delivery for distances of 500 miles or less.

3. Call the Laboratory Director of the destination laboratory and discuss the availability of alternative carriers. The carrier selected by the inspector may not service the laboratory.

4. Be informed of the procedure for prepayment of shipments. Laboratory funding is not available for payment of collect shipments.

5. Mark the shipment to the attention of a specific laboratory person by name or title.

6. Call the Laboratory Director after arrangements have been made to ship the critical sample and inform him/her of the date shipped, date and hour to be received, carrier, air bill number and any other identifying or pertinent information.

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Attachment (See hard copy of the directive.)