

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

65-08

9/25/08

USE OF Fed Ex STAMPS FOR SHIPPING SAMPLES TO THE APPROPRIATE LABORATORY

This notice provides inspection program personnel (IPP) with instructions that will assist them in sending samples to the correct laboratory. These new procedures should reduce sample discards caused by samples being shipped to the wrong FSIS laboratory.

The Office of Public Health Science (OPHS) will supply all sample boxes (except Pathology sample boxes) shipped to IPP from the Field Service Labs with three separate Fed Ex Expanded billable stamps. The three Fed Ex labels will include one each to the Eastern, Midwestern, and Western Labs. OPHS will place these stamps together in one non-sterile plastic bag labeled as follows:

IPP: Please make sure the address printed on the sample submission form matches the address on the Fed Ex Expanded billable stamp and return the 2 unused Fed Ex Expanded billable stamps with the sample to the lab.
SAMPLES SENT TO THE WRONG LAB WILL BE DISCARDED.

To ensure correct delivery of the sample, IPP are to:

- A. Locate the name of the specified receiving laboratory identified on the preprinted form (block 9 of Unified form 10,210-3, or under lab on form 10,210-7).
- B. Open the plastic bag containing the three stamps and take out the one stamp that matches the address printed on the sample form or as identified above.
- C. Attach the correct Fed Ex stamp to the sample box.
- D. Place the two unused stamps back into the plastic bag and place the bag inside the box with the sample to return to the lab.

DISTRIBUTION: Electronic

NOTICE EXPIRES: 10/1/09

OPI: OPPD

E. There are times when IPP are to take inspector-generated samples. In these situations, IPP are to generate the form and refer to LEARN to determine which laboratory they are to send the sample by going to the following links.

1. For domestic samples, go to LEARN to find the lab assignment for the requested sample analysis. The link to the *LEARN Analyses Performed at Each FSIS Laboratory* page is:

<http://dchqintra/learn/docfile/analyses.htm>

2. For import samples, go to the *Import Inspection Manual* or corresponding directive when issued to find the lab assignment for the requested sample analysis. The link to the Import Inspection Manual page is:

<http://www.fsis.usda.gov/OPPDE/op/IIM/TOCIIM.htm>

JUST AS A REMINDER

A. Requesting sample supplies

To request any needed sample supplies, contact the labs via e-mail:

[Sampling Supplies - Eastern Lab](#)

[Sampling Supplies - Midwestern Lab](#)

[Sampling Supplies - Western Lab](#)

And to ensure timely delivery of supplies include in the supply request:

- Sampling project code, (MT 43, RM08, RTE, etc)
- Establishment number
- Name of submitter
- Contact phone number
- Address to ship the requested supplies

B. Requesting sample forms

To request forms contact via email:

[Sampling Forms - Headquarters](#)

NOTE: The laboratories do not schedule, print, or distribute the sample submission forms.

Direct question regarding this notice to Policy Development Division through askFSIS at <http://askfsis.custhelp.com> or by telephone at 1-800-233-3935.



Assistant Administrator
Office of Policy and Program Development