
From: Walters, Jennifer
Sent: Tuesday, October 01, 2013 10:57 AM
Subject: Toxicity Sampling for Saturday Delivery
Attachments: Saturday Cooler Label.docx

Good morning,

There have been delivery problems with the third set of samples for 7 day chronic definitive toxicity testing which are collected as part of the fifth year and third year bioassessments. These samples are shipped on Friday and delivered to the Fed-Ex location in Tallahassee where they are held on Saturday. Most recently the shipping error was on Fed-Ex's side, however, I would like to be sure that we are filling out the shipping label correctly. Please see the example below. Also, I've attached a larger sign that can be placed on the coolers in addition to the shipping label. Please let me know if you have questions or comments. Please forward to anyone I may have missed who would be taking the coolers to Fed- Ex.

Thanks,

Jen

There are three additional items to complete on the shipping label for this type of sampling:

1. Write in the Fed-Ex Express Ship Center address (orange box)
3401 Commonwealth Blvd.
Tallahassee, FL 32303
2. Check 'HOLD Saturday' box. (blue arrow)
3. Check 'Saturday Delivery' box. (green arrow)

1	305/060	2	306/059	1	335/030	2	336/029	3	337/028	4	338/02
---	---------	---	---------	---	---------	---	---------	---	---------	---	--------

Package US Airbill

FedEx Tracking Number: **8035 5085 5166**

Form ID No: **0215**

Sender's C:

1 From Please print and press hard.

Date: **10/05/2013**

Sender's Name: **J. Weger**

Company: **FDEP**

Address: **123 Imaginary Rd.**

City: **Anywhere**

State: **FL**

ZIP: **32233**

Phone: **850 245-8639**

Sender's FedEx Account Number:

2 Your Internal Billing Reference

First 34 characters will appear on invoice.

3 To

Recipient's Name: **CHEMISTRY RECEIVING**

Company: **FLORIDA DEP/CHEMISTRY SECTION**

Address: **2600 BLAIRSTONE RD**

Address: **3401 Commonwealth Blvd. Tallahassee FL 32303**

City: **TALLAHASSEE**

State: **FL**

ZIP: **32303**

Phone: **850 245-8085**

HOLD Weekday: ☐

HOLD Saturday: ☒

4 Express Package Service

Next Business Day:

- ☐ FedEx First Overnight
- ☒ FedEx Priority Overnight
- ☐ FedEx Standard Overnight

2 or 3 Business Days:

- ☐ FedEx 2Day A.M.
- ☐ FedEx 2Day
- ☐ FedEx Express Saver

5 Packaging

☐ FedEx Envelope*
 ☐ FedEx Pak*
 ☐ FedEx Box
 ☐ FedEx Tube

6 Special Handling and Delivery Signature Options

☒ SATURDAY Delivery

☐ Signature Required

☐ Direct Signature

☐ Indirect Signature

☐ Is this shipment contain dangerous goods?

☐ Yes
 ☐ No

☐ Dry Ice

☐ Cargo Aircraft Only

Payment Bill to:

☒ Sender
 ☒ Recipient
 ☐ Third Party
 ☐ Credit Card
 ☐ Cash

FedEx Acct. No.: **4490-2262-9**

Total Packages: **1**

Total Weight: **40** lbs.

Total Declared Value:

FedEx at your fingertips. Good call. Go to fedex.com/mobilesolutions

Jennifer Weger
 Environmental Specialist III
 Department of Environmental Protection
 Division of Water Resource Management
 Water Compliance Assurance Program
 2600 Blair Stone Road MS 3550
 Tallahassee, FL 32399-2400
 Phone: 850-245-8639

INSTRUCTIONS FOR SATURDAY DELIVERY

PLEASE HOLD AT:

FED-EX EXPRESS SHIP CENTER

3401 Commonwealth Blvd.

Tallahassee, FL 32303