

Instructions for Shipping NBS Specimens via the Golden State Overnight (GSO)

For facilities that ship 3 or more times per week, GSO will arrange for a daily scheduled pick up

- Complete the Specimen Transport Log, as usual, listing all the specimens that will be included in the envelope.
- Put the specimens and the Specimen Transport Log in the GSO envelope or regular manila envelope.
- Apply a shipping label to the envelope. For Monday to Thursday shipments use the label for Weekday delivery marked **PDS**. For Friday shipments use the Saturday Delivery Service label marked **SDS**.
- Put the envelope in the designated place for pick up. GSO will automatically pick up at your facility once a designated place and time arrangements have been established.
- Stick the GSO tracking number on your copy of the transport log for your records in case you need to track the package/envelope.

For facilities shipping less than 3 times per week, call GSO Customer Service at 1-800-322-5555 to request a pick up under account number 50481.

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- Call GSO Customer Service at 1-800-322-5555 to arrange the time and place of pick up. Request a remote pick up under GSO account number 50481 and a GSO driver will pick up the same day (in most metropolitan areas) or the next business morning (in non-metropolitan areas). To determine which area your facility is categorized, please call Sheila Steffke at (916) 636-5137.
- Stick the GSO tracking number on your copy of the transport log for your records in case you need to track the package/envelope.

To request mailing supplies please call Molly Stewart at 916-636-5135

If you have questions, please call Revelyn Cayabyab at 510-412-1496