

## Instructions for Shipping NBS Specimens via the Golden State Overnight (GSO) for Small Volume Providers

### To place the package in a GSO drop Box

- 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 **SDS** label. This will ensure a Saturday delivery of your package.
- Stick the GSO tracking number on your copy of the transport log for your records in case you need to track the package/envelope.
- Place package in a GSO drop box. To find a GSO drop box—go to the GSO website. When you are in the GSO website, click TOOLS. Under TOOLS click drop box locator. Here is a GSO drop box that is closest to your location:

### To Call GSO to arrange for Pick up, call GSO Customer Service at 1-800-322-5555 to request a **pick up under account number 50481**.

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- 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 **SDS** label. This will ensure a Saturday delivery of your package.
- Call GSO Customer Service at 1-800-322-5555 to arrange the time and place of pick up. Request a 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, or **for any problem in arranging the pick up, 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 shipping labels and envelopes, please call Molly Stewart at 916-636-5135  
For all other questions, contact Revelyn Cayabyab at 510-412-149