

Instructions for Shipping NBS Specimens via United Parcel Service (UPS)

- Complete the Specimen Transport Log, as usual, listing all the specimens that will be included in the envelope.
- On Monday – Thursday, place the specimens and the completed Specimen Transport Log in a large (~ 9” x 12”) envelope. This envelope is supplied by your facility. The Newborn Screening Program WILL NOT supply these envelopes.
- On Friday, place the specimens and the completed Specimen Transport Log in a UPS Overnight Letter envelope. This will ensure Saturday delivery to the testing laboratory.
- Choose a computer that has internet access and is connected to a printer. Log onto the internet and go to the following URL:

<https://www.ups-psi.net/icvs/LoginCompany.asp> (you may want to bookmark this site)

- For company name, enter: **DHS** and click on CONTINUE
- For Hospital ID, enter your facility code number. This is the number you write on the specimen collection forms to identify your facility. It is usually a letter followed by three numbers.
- Re-enter your Hospital ID to confirm and click on CONTINUE.
If you do not know your facility code number, contact Revelyn Cayabyab at 510-412-1496.

You will be directed to the announcements page. The Newborn Screening Program will list important announcements regarding specimen shipping on this page, so please don't skip right past it. Check to see if there is any new information listed. From the announcements page, click on SHIP in the upper left hand corner).

- The bar in the middle of the page near the top should say, “Welcome, YOUR FACILITY NAME” If it has another facility's name, log out immediately as you have used the wrong facility code number to log in. Contact Revelyn Cayabyab (see above) to get the correct facility code number.
- There are three columns in the gray box. The first column has your testing NBS testing laboratory listed. At the very top there is a field labeled EMAIL. If you would like an email confirmation that your package was delivered, enter your email address in this field. This is not a mandatory field.
- The second column has only one field: ENTER THE NUMBER OF SAMPLES. Enter the number of specimens in the envelope.
- In the third column, the first box is, WHAT DAY WILL UPS GET THE PACKAGE. From the drop down list, choose either Monday-Thursday, or Friday. If you choose Friday, you must also check the Saturday Option box just below that. This will ensure that any package picked up on Friday will be delivered on Saturday.
- In the field marked PACKAGING, choose CUSTOMER SUPPLIED if this is a Monday-Thursday drop-off or UPS LETTER if it is a Friday drop-off. **Make sure you use your own envelopes Monday –Thursday and a UPS Letter envelope on Fridays.**
- Click on CONTINUE.
- A new window will pop up displaying the UPS shipping “label”. Scroll down and follow the directions for printing the “label” on regular white 8 ½” x 11” paper and affixing the “label” to your envelope. Put a smiley face label next to the delivery address on the label (this will identify the package as NBS specimens and expedite the delivery).
- Place package in a UPS Drop Box, give to a UPS driver or leave in your designated pick-up area if you have daily UPS pick-up.