

SAMPLE RETURN - SHIPPING INSTRUCTIONS

RETURN LABELS

- Energy Laboratories provides convenient preprinted return service labels subject to the rates on pages 2 and 3. These labels are located in the packet of documents in the cooler of sampling supplies. If you wish to use your own carrier of choice you may. Please continue to follow the same shipping instructions.
- Selection at ELI for the best appropriate shipper and delivery service is determined by the project manager at the time of scheduling your testing or by the shipping department based on delays per carrier, carrier demand etc. Please contact your project manager to elect the service you prefer.
 - UPS - Ground, Next Day Air
 - FedEx - Ground, Priority Overnight
- The pre-printed label contains ELI's shipping address. UPS provides a customer receipt with the shipping labels, while FedEx tracking numbers must be copied by the shipping customer as no receipt is provided. Pre-printed labels are a convenience and are provided on behalf of the carrier. Energy Laboratories assumes no responsibility for delayed or lost shipments.
 - If you need additional insurance, please initiate the shipment into the laboratory using your carrier of choice and elect the appropriate insurance coverage. ELI pre-paid labels do not carry additional insurance.

Billings, MT

1120 South 27th Street
(59101)
eli@energylab.com
Voice: 406.252.6325
Fax: 406.252.6069

Casper, WY

2393 Salt Creek Highway
(82601)
casper@energylab.com
Voice: 307.235.0515
Fax: 307.234.1639

Gillette, WY

400 West Boxelder Rd
(82718)
gillette@energylab.com
Voice: 307.686.7175
Fax: 307.682.4625

Helena, MT

3161 East Lyndale Avenue
(59601)
helena@energylab.com
Voice: 406.442.0711
Fax: 406.442.0712

PACKAGE PREPARATION

- Prepare contents for shipping by securely packing, protecting, and cooling (if necessary) sample containers.
 - Please refer to additional included instructions for cold or hot weather shipping.
- Remove any external package markings that do not apply to the shipment.
- Include all paperwork (Chain of Custody, Work Order, Purchase Order, special instructions, etc.) associated with the samples.
 - Please tape the Ziploc containing these documents to the inside lid of the cooler.
- Place custody seals over opening of cooler or shipping container and secure with tape. The custody seal must be signed and dated.
- Place label on shipping container using self-adhesive UPS or FedEx labels. UPS Packages must be returned to the lab in a cardboard box, or an additional handling fee will be applied. Do not place tape over the barcode on the shipping label as this renders the label unreadable by the carrier.

PACKAGE PICK-UP

- Give the package to your UPS or Fed Ex driver during regular pickup or delivery, **OR**
- Give the package to **ANY** UPS or FedEx driver, **OR**
- Take your package(s) to a UPS or FedEx Customer Center, a UPS or FedEx Shipping Center, or drop at another business that has a regular UPS or FedEx Pickup Service. If you do not have any of the above options in place, call UPS at 1-800-742-5877 or FedEx at 1-800-436-3339. See Costs and Details below for applicable fees or go to www.ups.com or www.fedex.com.

DO NOT

- **Do not RECORD** the UPS or FedEx package in your pickup book but **do note tracking** numbers.
- **Do not SEND HAZARDOUS MATERIALS**, as defined by UPS or FedEx.
- **Do not USE** dry ice or blue ice packs to cool samples. Cubed or crushed ice in separate plastic bags is recommended to cool samples. **Do not put ice directly on samples.**

SATURDAY SERVICE, COSTS, AND DETAILS

- Shipping charges will be incurred by ELI and included on your analytical services invoice.
- Even if received on Saturday, samples will be processed the next business day. ELI business hours are Monday – Friday 8:00 am to 5:00 pm.
- **All Saturday Delivery shipments must be pre-arranged with a project manager at ELI.**

UPS

- Next Day Air can be delivered on Saturday for an additional charge as seen on the rate sheet. Affix a Saturday Delivery sticker to your package prior to pickup.
- This additional cost will be added to your analytical service invoice for Saturday delivery service.

FedEx

- Priority Overnight packages can be delivered on Saturday for an additional charge as seen on the rate sheet. Be sure to check the highlighted Saturday Deliver box on the service label.
- This additional cost will be added to your analytical service invoice for Saturday delivery service.

For more information on these services, please call or visit the UPS and FedEx websites. You may contact UPS @ 1-800-PICK-UPS (1-800-742-5877) or www.ups.com. You may contact FedEx @ 1-800-GO-FedEx (1-800-463-3339) or www.fedex.com.

ADDITIONAL INFORMATION

- UPS and FedEx Return Services are valid in all 50 states and Puerto Rico.
- If you have any questions, please feel free to call any of our ELI locations.
- Prices are subject to change.

MONTANA REGION SHIPPING RATES

UPS www.ups.com		FedEx www.fedex.com	
Service Class For packages up to 50lbs	Cost Per Package	Service Class For packages up to 50lbs	Cost Per Package
Ground Service: Not encased in Cardboard:	\$40.00 \$25 CB fee	Ground Service	\$40.00
Next Day Air Service	\$135.00	Priority Overnight Service	\$135.00
Saturday Delivery = \$20.00 per cooler additional fee All Saturday Delivery shipments <u>must be pre-arranged with a project manager at ELI.</u>			

WYOMING REGION SHIPPING RATES

One Bacteria Sample Only, in small box – If more than one sample see “Up to 50lbs” section below	
FedEx Ground	\$30.00
UPS Ground in Cardboard	\$30.00
UPS Ground not in Cardboard	\$55.00 (\$30.00 + \$25 CB fee)
WY Origination up to 50lbs:	
FedEx Priority	\$65.00
UPS Ground in Cardboard	\$65.00
UPS Ground not in Cardboard	\$90.00 (\$65.00 + \$25 CB fee)
UPS NDA in Cardboard	\$145.00
UPS NDA not in Cardboard	\$170.00 (\$145.00 + \$25 CB fee)
Saturday Delivery	\$25.00 per cooler additional fee
Outside WY Origination up to 50lbs:	
FedEx Priority (neighboring State)	\$180.00
FedEx Priority (Out of Zone, non-neighboring state)	\$220.00
UPS NDA in Cardboard	\$145.00
UPS NDA not in Cardboard	\$170.00 (\$145.00 + \$25 CB fee)
UPS NDA out of Zone in cardboard	\$220.00
UPS NDA out of Zone not in cardboard	\$245.00 (\$220 + \$25 CB fee)
Saturday Delivery	\$25.00 per cooler additional fee

*For both the MT and WY regions, packages regularly returned over 50lbs or from regions greater than zone 3 designation are subject to greater shipping charges as determined by the published rate of the carrier at the time of designation or as decided by the Project Manager based on published rates, instead of the fee schedule above.