

CDC's National Tuberculosis Genotyping Service: Shipping Instructions for using APHL as the Third Party Payer

CDC's Division of TB Elimination, in coordination with the Association of Public Health Laboratories (APHL), is providing a FedEx account number to cover the costs associated with shipping *Mycobacterium tuberculosis* isolates for genotyping to the Michigan Department of Health and Human Services (MDHHS) TB Laboratory. This document provides the necessary information regarding specimen requirements and shipping instructions related to this National TB Genotyping Service.

Specimen Requirements

TB isolates may be submitted for genotyping as subcultures either on solid media or in liquid medium. Refrain from sending excessively old or grossly contaminated cultures. When sending liquid cultures, please use tubes with threads on the outside of the tube and an o-ring on the inside of the cap to prevent leaking. **Please use parafilm or tape on the cap of the tube.** All grossly contaminated or leaking cultures will be discarded. Freshly grown, pure isolates are more likely to produce interpretable and reliable genotyping results.

MDHHS staff will extract DNA from the material you provide and perform whole genome sequencing (WGS). Results for WGS will appear in TB GIMS as wgMLSType. Isolates assigned the same wgMLSType are genetically similar. An aliquot of each isolate sent to the Michigan Laboratory for WGS will be sent to CDC for long term storage.

Pre-shipment Requirements

Prior to shipping isolates, you should enter isolate information into TB GIMS and e-mail a copy of the spreadsheet to both schooleya@michigan.gov and vibberl@michigan.gov. Print the completed spreadsheet making sure it contains the TB GIMS ID number and send it with the isolate shipment. Specimens will not be tested until isolate information is entered into TB GIMS. To avoid possible HIPAA violations, **patient names should be removed from all submission sheets and tubes before forwarding to MDHHS.**

Genotyping Service Shipping Instructions

Shipping Instructions

For Category A shipments, you must utilize **FedEx Manager Software** (usually installed on your computer, or other 3rd party software) in order to also create the required Dangerous Goods Declaration. In this case, please use your laboratories FedEx Account to create these shipments and bill the shipment 3rd party to APHL.

In order to ensure shipping is covered by APHL please ensure you include the following:

1. Shipping Service: Standard Overnight
2. Include "TB" in 1st Reference Number Field
3. Select Bill to 3rd Party and add APHL FedEx Account number (emailed to identified Users or contact Erin Estes or the Infectious Disease team)

Isolates should be shipped **standard overnight** to:

Michigan DHHS
TB Laboratory
Angie Schooley
927 Terminal Rd.
Lansing, MI 48906

The submitting site is to ensure that all Federal regulations for shipping infectious substances under Division 6.2 as specified by the Department of Transportation are met.

Shipments are to be scheduled and made through your FedEx Account

1. Go to <http://www.fedex.com/us/> and log into your FedEx account.
2. Once logged in, select the "**Shipping**" tab and a drop down menu will appear. Then click on "**Create a Shipment**". This will bring to **FedEx Ship Manager**.
3. Once in the FedEx Ship Manager, ensure you are in the **Create Shipment** screen. You will now be on a screen that allows you to enter ship from and deliver to information, package details, service details, Pickup/drop-off and billing information. If you are not on the **Create Shipment** screen, use the tabs on the left-hand side of screen and select **Create Shipment**. Please follow all of the instructions below.

Genotyping Service Shipping Instructions

- a. In Section **Ship from**: Enter your laboratories shipment information or verify default address is accurate. Your laboratory address should default as the ship from address:

✓ **Ship from**

SEARCH IN ADDRESS BOOK 🔍

Contact	Address
CONTACT NAME * <small>Contact name is required.</small>	COUNTRY/TERRITORY * United States ▼
COMPANY	ADDRESS LINE 1 * ? <small>Address line 1 is required.</small>
TAX ID/EORI NO.	ADDRESS LINE 2
PHONE NUMBER * ? <small>Phone number is required.</small>	ADDRESS LINE 3
PHONE EXTENSION	ZIP CODE * <small>ZIP code is required.</small>
EMAIL	STATE OR PROVINCE * Maryland ▼
	CITY * ▼ <small>City is required.</small>

This is a residential address

Save as default sender details

Save as new sender in personal address book ▼

Genotyping Service Shipping Instructions

- b. In Section **Deliver to**: Enter the genotyping laboratory shipping address. You may save the address for future shipments by checking the “Save as a new recipient in personal address book” at the bottom of this section.

Deliver to ^

SEARCH IN ADDRESS BOOK Q 👤

Contact details	Address
CONTACT NAME * Angie Schooley	COUNTRY/TERRITORY * United States ∨ ?
COMPANY Michigan DHHS	ADDRESS LINE 1 * TB Laboratory ?
STATE TAX ID/I.E.	ADDRESS LINE 2 927 Terminal Rd
PHONE NUMBER * 5173359637 ?	ADDRESS LINE 3
PHONE EXTENSION	ZIP CODE * 48906
EMAIL	STATE OR PROVINCE * Michigan ∨
	CITY * LANSING ∨
	<input type="checkbox"/> This is a residential address
	PERFORM ADDRESS CHECK ?

Save as new recipient in address book

CONTACT ID *
Michigan DHHS ?

Michigan DHHS
Angie Schooley
TB Laboratory
927 Terminal Rd.
Lansing, MI 48906
517 335 9637

Genotyping Service Shipping Instructions

- c. In Section **Package Details**: In the Packaging box select the type of packaging you are using. Please complete the remainder of the section including the number of packages, weight, dimensions, and ship date. Select **Add Package Options**

The screenshot shows the 'Package details' section of a shipping interface. At the top, there is a checked radio button for 'Package details' and an unchecked radio button for 'Ship with FedEx One Rate®'. Below this is a dropdown menu for 'PACKAGING *' currently set to 'Your Packaging'. A checkbox for 'Purchase a higher limit of liability from FedEx' is also present. A table for package specifications is shown with columns for 'PACKAGES *', 'WEIGHT *', and 'DIMENSIONS L x W x H'. The table contains one row with '1' packages, a weight unit of 'lb', and dimensions represented by 'x' characters. An 'ADD PACKAGE OPTIONS' button is located at the bottom right of the table. Below the table, it says 'Total packages: 1' and has another 'ADD PACKAGE' button.

- d. Select **Add Package Options**: a screen will pop-up. This is where you indicate the package contains **Inaccessible dangerous goods (IDG)** and click **SAVE**.

The screenshot shows the 'Add package options' pop-up screen. At the top, it says 'Selected: 1 x Your Packaging'. There are four options listed, each with a radio button and a description: 'Non-standard packaging', 'Lithium batteries', 'Dry ice - UN1845 (ICE)', and 'Inaccessible dangerous goods (IDG)'. The 'Inaccessible dangerous goods (IDG)' option is selected with a green radio button. Below the options, there is a note: 'Please note that selecting or changing the shipment service in your shipment details may affect the package options available to you. Some options you initially selected might become unavailable after making these changes.' At the bottom, there are 'CANCEL' and 'SAVE' buttons.

- e. In Section **Service Details**: SHIP DATE will default to the current date. Update the ship date only if scheduling a future shipment. In the SERVICE box select "Standard Overnight." Under

Genotyping Service Shipping Instructions

Additional options the PROGRAM must be indicated. APHL uses this information to help keep track of shipments.

Service details

SHIP DATE *
Wednesday, September 24, 2025

SERVICE *
FedEx Standard Overnight

[COMPARE RATES AND TRANSIT TIMES PER SHIP DATE](#)

Service options

Signature options ⓘ

ⓘ You can find dangerous goods, dry ice, (lithium) batteries and non-standard packaging in the 'Package details' section or step. Select 'Add package options' for a package row to see the options.

Additional options

Add shipment references

YOUR REFERENCE *
TB

PO NO.

INVOICE NO.

DEPARTMENT NO.

Email outbound shipment label ⓘ

Include a return label ⓘ

Must indicate Program = TB

NOTE: It is very important that you choose Standard Overnight as the service type. Choosing any other option results in a significantly more expensive shipment and is NOT necessary.

- f. In Section **Pickup/drop-off**: Select the appropriate option. **Billing Details**: In the BILL TRANSPORTATION COST TO box, "Third Party" should be selected. In the FedEx Account Number box enter the APHL TB Shipping FedEx Account Number. APHL will provide this information upon request.

Pickup/drop-off

PICKUP/DROP-OFF *

✗ Pickup/drop-off is required.

Billing details

BILL TRANSPORTATION COST TO *
Third-party

FEDEX ACCOUNT NUMBER *

✗ FedEx account number is required.

ⓘ You can find the shipment references in the service options section. You can find the tax IDs in the sender and recipient sections.

APHL TB Shipping Account number. APHL will provide to members as needed.

- g. Review all information entered to ensure it is correct.

Genotyping Service Shipping Instructions

- h. Click “Finalize” only once. You will be redirected to a screen that confirms your shipment and contains tracking information. This is where you download the PDF of the shipping label to print. There is also the option to download a PDF of the Transaction record on this screen.
4. Attach your generated waybill to your package and ship to the Genotyping Service.

For any questions regarding submission requirements or pre-submission requirements please contact Angie Schooley, schooleya@michigan.gov.

For any questions regarding using APHL as the third-party payer for FedEx shipping, please contact Erin Estes, erin.estes@aphl.org and/or APHL Infectious Disease Inbox, infectious.diseases@aphl.org.

Screenshots from FedEx Website for Reference

Ship from

SEARCH IN ADDRESS BOOK

Contact details

CONTACT NAME *

Address

COUNTRY/TERRITORY *
United States

ADDRESS LINE 1 *
7700 Wisconsin Ave

ADDRESS LINE 2
Suite 1000

ADDRESS LINE 3

ZIP CODE *
20814

STATE OR PROVINCE *
Maryland

CITY *
BETHESDA

This is a residential address

[PERFORM ADDRESS CHECK](#)

Save as default sender details

Save as new sender in personal address book

Service details

SHIP DATE *
Thursday, September 25, 2025

SERVICE *

COMPARE RATES AND TRANSIT TIMES PER SHIP DATE

Service options

Signature options

Add shipment references

YOUR REFERENCE *

PO NO.

INVOICE NO.

DEPARTMENT NO.

Email outbound shipment label

Include a return label

Add shipment notifications

Deliver to

SEARCH IN ADDRESS BOOK

Contact details

CONTACT NAME *
Angie Schooley

Address

COUNTRY/TERRITORY *
United States

ADDRESS LINE 1 *
TB Laboratory

ADDRESS LINE 2
927 Terminal Rd

ADDRESS LINE 3

ZIP CODE *
48906

STATE OR PROVINCE *
Michigan

CITY *
LANSING

This is a residential address

[PERFORM ADDRESS CHECK](#)

Save as new recipient in personal address book

Pickup/drop-off

PICKUP/DROP-OFF *

Billing details

BILL TRANSPORTATION COST TO *
Third-party

FEDEX ACCOUNT NUMBER *

Add shipment notifications

Package details

Ship with FedEx One Rate

PACKAGING *
Your Packaging

Purchase a higher limit of liability from FedEx

PACKAGES *	WEIGHT *	DIMENSIONS L X W X H		
1	2 lb	x	x	in

Inaccessible dangerous goods (IDG) x [EDIT PACKAGE OPTIONS](#)

Total packages: 1 Total weight: 2 lb

[ADD PACKAGE](#)

Select Standard Overnight

Program = TB

Enter Michigan Genotyping Address

Select Third Party Use provided APHL Account