

Shipping Instructions for: CDC's Molecular Detection of Drug Resistance using APHL as the Third-Party Payer

APHL in coordination with CDC continues to provide a FedEx Account number to cover the costs associated with shipping *Mycobacterium tuberculosis* Complex (MTBC) specimens to the Molecular Detection of Drug Resistance (MDDR) Service. This document provides information regarding specimen requirements and shipping instructions related to the MDDR Service.

For complete information regarding the MDDR Service please click the following link to access the MDDR user's guide: <https://www.cdc.gov/tb/topic/laboratory/mddr-user-guide.htm>

Specimen Requirements

- Acceptable Sample Types that meet one or more of the MDDR pre-submission criteria will be accepted:
 - Nucleic Acid Amplification positive (NAAT+) sediment
 - Pure *Mycobacterium tuberculosis* complex isolate on solid medium or in broth medium
 - Mixed cultures known to contain MTBC
 - Only one sample per patient should be submitted; however, testing of duplicate samples will be considered on a case-by-case basis (consult CDC MDDR POC)
- Collection, Storage and Preservation Prior to Shipping:
 - Sediments: Stored at 2 to 8°C up to 30 days post collection; - 20°C or lower up to 60 days post collection
 - MTBC Isolates: Stored at 2 to 8°C up to 120 days post collection (liquid media) and up to 180 days post collection (solid media); 15 to 25°C up to 120 days post collection (liquid media) and up to 180 days post collection (solid media); - 20°C or lower up to 120 days post collection (liquid media); -70°C or lower extended to 5 years post collection (liquid media)
- Minimum Volume Required:
 - Sediment: Submit at least 0.5 mL, 1 mL preferred
 - For liquid medium: Submit at least 0.5 mL, 1 mL preferred
- Acceptable Transport Medium
 - Solid media (i.e., Middlebrook 7H10 or 7H11 plates, Lowenstein-Jensen (LJ) slants). MTBC colony growth from solid media may be sent suspended in saline or water
 - Liquid media (i.e., 7H9, Mycobacterial Growth Indicator Tube (MGIT), BACT/ALERT, VersaTREK).

MDDR Shipping Instructions

Pre-shipment Requirements

Submitters should complete all portions of the MDDR request form:

<http://www.cdc.gov/tb/topic/laboratory/mddrsubmissionform.pdf> and submit through CSTOR, via email (TBLab@cdc.gov) or FAX (404-639-5491).

Once approved, CDC will send an email with further submission instructions. Please attach the MDDR request form to the CDC requisition (<https://www.cdc.gov/laboratory/specimen-submission/form.html>) when shipping.

Shipping Instructions which Include Specimen Handling Requirements

- Samples should be shipped at room temperature, but it is acceptable if they are shipped on cold pack (based on internal data); must be received within 5 days of shipment.
- Submit sediment in a screwcap cryovial that has been sealed with parafilm; do not send in a 15- or 50 ml conical tube.
- Submit liquid medium in a screwcap cryovial that has been sealed with parafilm; do not send in a 15- or 50 mL conical tube.
- MTBC isolates must be shipped as Infectious substances (Div. 6.2, Class Category A).
- CDC does not accept routine specimens on weekends or holidays. Please make sure packages arrive Monday - Friday.

Sediments and isolates should be shipped **standard overnight** to CDC.

TB Laboratory
Centers for Disease Control and Prevention
RDSB/STATT Unit 29
1600 Clifton Road, NE
Atlanta, GA 30329
404-639-2455

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.

<https://www.cdc.gov/laboratory/specimen-submission/shipping-packing.html>

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)

MDDR Shipping Instructions

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

This is a residential address

Save as default sender details

Save as new sender in personal address book ▼

MDDR Shipping Instructions

- b. In Section **Deliver to**: Enter the CDC 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.

✓ Ship from ▼
Erin F Estes , APHL - BETHESDA, MD, United States

✓ Deliver to ▲

SEARCH IN ADDRESS BOOK 🔍 📄

Contact details	Address
CONTACT NAME * TB Laboratory	COUNTRY/TERRITORY * ▼ ? United States
COMPANY CDC RDSB/STATT Unit 29	ADDRESS LINE 1 * ? 1600 Clifton Road, NE
STATE TAX ID/I.E.	ADDRESS LINE 2
PHONE NUMBER * ? 4046392455	ADDRESS LINE 3
PHONE EXTENSION	ZIP CODE * 30329
EMAIL	STATE OR PROVINCE * ▼ Georgia
	CITY * ▼ ATLANTA

This is a residential address

[PERFORM ADDRESS CHECK ?](#)

Save as new recipient in personal address book ▼

TB Laboratory
CDC RDSB/STATT Unit 29
1600 Clifton Road, NE
Atlanta, GA 30329
404-639-2455

- 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**

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	lb	x	x	in

[ADD PACKAGE OPTIONS](#)

Total packages: 1

[ADD PACKAGE](#)

- 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**.

Support

Add package options

Selected: 1 x Your Packaging

- Non-standard packaging**
Package is contained in a non-traditional or irregularly shaped container.
- Lithium batteries**
Package contains lithium-ion or lithium metal batteries/cells.
- Dry ice - UN1845 (ICE)**
Package contains frozen carbon dioxide, which is used as a refrigerant.
- Inaccessible dangerous goods (IDG)**
Select IDG if any packages contain commodities with a primary or subsidiary hazard in Division 2.2 without a CAO Label, Class 6, Class 7, or Class 9. (These packages do not need to be accessible to the flight crew during flight).
ONLY VIA FEDEX EXPRESS®
[View accepted IDG \(sub\)classes](#)
[View quick guide for selecting ADG or IDG](#)

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.

[CANCEL](#) [SAVE](#)

MDDR Shipping Instructions

- 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 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.

MDDR Shipping Instructions

- 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.

The screenshot shows a web form with two main sections: "Pickup/drop-off" and "Billing details".

- Pickup/drop-off**: A dropdown menu labeled "PICKUP/DROP-OFF*" is currently empty. Below it is a red error message: "X Pickup/drop-off is required."
- Billing details**: A dropdown menu labeled "BILL TRANSPORTATION COST TO*" has "Third-party" selected. Below it is a text input field labeled "FEDEX ACCOUNT NUMBER*" which is empty. A red error message below it says: "X FedEx account number is required." To the right of this field is a red box with a white arrow pointing left towards the field. The red box contains the text: "Select Third Party" and "Use provided APHL Account".

At the bottom of the "Billing details" section, there is a help icon (i) and the text: "You can find the shipment references in the service options section. You can find the tax IDs in the sender and recipient sections."

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

For any questions regarding submission requirements or pre-submission requirements please contact TBLab@cdc.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 *
 X Contact name is required.

COMPANY
 APHL

STATE TAX ID/I.E.

PHONE NUMBER *
 2404852738

PHONE EXTENSION

EMAIL

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

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 *
 Program = TB

PO NO.

INVOICE NO.

DEPARTMENT NO.

Email outbound shipment label

Include a return label

Deliver to

SEARCH IN ADDRESS BOOK

Contact details

CONTACT NAME *
 TB Laboratory

COMPANY
 CDC RDSB/STATT Unit 29

STATE TAX ID/I.E.

PHONE NUMBER *
 4046392455

PHONE EXTENSION

EMAIL

Address

COUNTRY/TERRITORY *
 United States

ADDRESS LINE 1 *
 1600 Clifton Road, NE

ADDRESS LINE 2

ADDRESS LINE 3

ZIP CODE *
 30329

STATE OR PROVINCE *
 Georgia

CITY *
 ATLANTA

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 *
 X 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.

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 MDDR Address

Select Third Party
 Use provided APHL Account