

Guidance for Use of the AR Lab Network FedEx Account

The Association of Public Health Laboratories (APHL), in coordination with CDC's Antimicrobial Resistance Coordination & Strategy Unit (ARX), is providing a FedEx account to cover the shipping costs for the Antimicrobial Resistance Laboratory Network (AR Lab Network). State, territory and large city public health labs (PHL) that are supported by funding by the AR Lab Network will have access to the funded FedEx account. This account may be used for shipping and includes the shipping of isolates, samples and supplies between clinical labs, non-regional labs, Regional labs and CDC.

User Requirements

Jurisdictions that are funded under Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) Program I: AR Lab Network are eligible to utilize the funded FedEx account. Each funded jurisdiction will be given 3-5 user subaccounts. **Logins are unique to each user and should not be shared with other laboratories or submitters.**

Additional considerations:

- Sub-accounts will be provided for CARGOs sites (under ELC Program Q) to ship *Neisseria gonorrhoeae* specimens to the designated AR Lab Network Regional Lab.
- It is the responsibility of the jurisdictions to keep APHL aware of any changes in personnel that are associated with the FedEx accounts.
- Additional funding for shipping using other methods (such as couriers) will not be provided.
- There may be differences between jurisdictions regarding shipping procedures, and this may impact work with large commercial labs that perform multi-state testing. Please feel free to contact APHL regarding any concerns or unexpected issues related to multi-state testing and shipping.

Shipping Uses

Testing Supplies – Shipment of collection supplies to clinical facilities can use the FedEx account. The Regional or jurisdictional lab should send the box of supplies with a return label(s) for the receiver to send the collected samples to the testing laboratory.

Collected Samples – Collected samples for AR Lab Network testing can be sent with the FedEx account. This includes:

- A clinical submitter or facility to a PHL

AR Lab Network Shipping Instructions

- A clinical laboratory or nursing home collects samples and sends it to the PHL for testing. The PHL should create and send a return address label to the clinical facility for shipping.
- PHL to PHL
 - A PHL sends a sample to another PHL, such as a Regional laboratory, for additional testing or testing they cannot perform. The shipping label can be created using either PHL sub-account.
- PHL to CDC
 - A PHL sends samples to CDC when requested by CDC. The PHL should create the shipping label.

List of Samples Funded Under AR Lab Network Shipping (subject to change based on budget period funding)

- Project I Funded Colonization Screening:
 - *Candida* spp.
 - Carbapenem-resistant *Pseudomonas aeruginosa* (CRPA)
 - Carbapenem-resistant *Acinetobacter baumannii* (CRAB)
 - Carbapenem-resistant Enterobacterales (CRE)
 - *Escherichia coli*
 - Vancomycin-resistant *Staphylococcus aureus* (VRSA) and plasmid-mediated linezolid resistance in vancomycin-resistant *Enterococci* (VRE)
- Project I Funded Isolates:
 - *Aspergillus fumigatus*
 - *Candida* spp.
 - Carbapenem-resistant Organisms (CROs)/Carbapenemase-producing Organism (CPOs) Isolates:
 - CRPA
 - CRAB
 - CRE
 - *Escherichia coli* (*E. coli*)
 - *Haemophilus influenza* (*H. flu*)
 - *Klebsiella pneumoniae* (*K. pneumoniae*)
 - *Neisseria gonorrhoeae* (*N. gonorrhoeae*)
 - *Streptococcus pneumoniae* (*S. pneumoniae*)
 - *Trichophyton indotineae* (*T. indotineae*)
 - *Trichophyton mentagrophytes* (*T. mentagrophytes*)
 - Dermatophytes (including *Trichophyton indotineae* and *Trichophyton mentagrophytes*)

AR Lab Network Shipping Instructions

Requests to utilize the FedEx account for shipping samples other than those listed should be made directly to APHL.

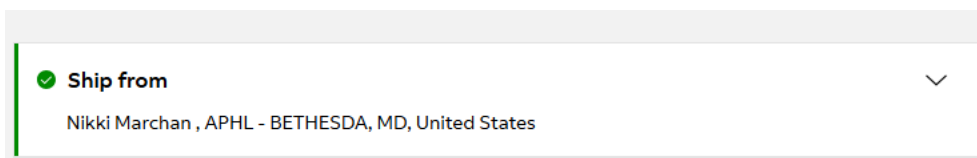
Shipping Instructions

Specimen shipments are to be scheduled and made through the APHL FedEx Account using the provided User ID and password.

Shipments should be sent via **Priority Overnight**. Saturday deliveries are not covered by this service but requests to utilize Saturday deliveries can be made to APHL.

FedEx's platform no longer allows for more than 1 return label to be generated from each shipment. Therefore, APHL will create bulk orders of billable stamps for each funded laboratory that can be sent to submitters and will re-order additional billable stamps as needed.

1. Go to <http://www.fedex.com/us/> and log into your APHL 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 the user to **FedEx Ship Manager**.
3. Once in the FedEx Ship Manager, ensure you are on 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 the instructions below.
 - a. In Section **Ship from**: Verify the address you are shipping from or change it by expanding the box. Your laboratory address should default as the ship from address:



AR Lab Network Shipping Instructions

✓ **Ship from** ^

SEARCH IN ADDRESS BOOK Q 📄

Contact details	Address
CONTACT NAME * Nikki Marchan	COUNTRY/TERRITORY * United States ∨
COMPANY APHL	ADDRESS LINE 1 * ? 7700 Wisconsin Ave
STATE TAX ID/I.E.	ADDRESS LINE 2 Suite 1000
PHONE NUMBER * ? 2404852705	ADDRESS LINE 3
PHONE EXTENSION	ZIP CODE * 20814
EMAIL nikki.marchan@aphl.org	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 ∨

- b. In Section **Deliver to**: Enter the recipient's shipping address. You can search the address book or save the address for future shipments by checking the "Save as a new recipient in personal address book" at the bottom of this section.
 - i. Certain facilities, such as nursing homes, may be considered a residential location. Please select "This is a residential address" if that applies to the shipment. However, please note that APHL will review all shipments that are flagged as residential locations. Approval must be received ahead of time for shipping to non-facility, residential locations.

AR Lab Network Shipping Instructions

Deliver to

SEARCH IN ADDRESS BOOK

Contact details	Address
CONTACT NAME * Laura Hancock	COUNTRY/TERRITORY * United States
COMPANY CDC	ADDRESS LINE 1 * 1600 Clifton Road
STATE TAX ID/I.E.	ADDRESS LINE 2
PHONE NUMBER * 555-555-5555	ADDRESS LINE 3
PHONE EXTENSION	ZIP CODE * 30333
EMAIL	STATE OR PROVINCE * Georgia
	CITY * ATLANTA

This is a residential address

[PERFORM ADDRESS CHECK](#)

Save as new recipient in personal address book

- 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.

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](#)

AR Lab Network Shipping Instructions

- d. 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 “Priority Overnight.” Under Additional options the PROGRAM must be indicated. Use the saved references (clickable on right side of program box) to indicate the program (**ARLN**). APHL uses this information to help keep track of shipments.

The screenshot shows a web form for shipping service details. At the top, there is a green checkmark and the text "Service details". Below this, there are two dropdown menus: "SHIP DATE" set to "Tuesday, September 9, 2025" and "SERVICE" set to "FedEx Priority Overnight". A blue link "COMPARE RATES AND TRANSIT TIMES PER SHIP DATE" is present. Under "Service options", there are checkboxes for "Signature options" and "Hold at location", both unchecked. A note below these options states: "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." Under "Additional options", the checkbox "Add shipment references" is checked. Below this is a search box for "PROGRAM" with the value "ARLN" and a magnifying glass icon. To the right of the search box is a red arrow pointing left towards a red box labeled "Saved References". Below the search box are four input fields: "PO NO.", "INVOICE NO.", and "DEPARTMENT NO.", all of which are currently empty. At the bottom, there are two more checkboxes: "Email outbound shipment label" and "Include a return label", both unchecked.

- e. PHLs may choose to provide labels to clinical labs. This can be done using the “*Include a return label*” function. This option is used to print or email a link to the return label. More information about the return shipment can be reviewed and edited by selecting “*View Return Details*”

AR Lab Network Shipping Instructions

Email outbound shipment label [?](#)
 Include a return label [?](#)

A return label will be generated based on your outbound shipment details. You can modify the return details and add FedEx return instructions.

[VIEW RETURN DETAILS](#)

Outbound details **Return details**

Deliver to ▼
Nikki Marchan, APHL - BETHESDA, MD, United States

Return from ▲
 Use recipient address from the outbound shipment
Laura Hancock
CDC
1600 Clifton Road
ATLANTA, 30333, GA, United States

Package details ▲
 Is the same as the outbound shipment

	PACKAGING	WEIGHT	DIMENSIONS	PACKAGE OPTIONS
1 x	Your packaging	5 lb	-	-

Return service ▲
 Is the same as the outbound shipment
Selected service: **FedEx Priority Overnight**

Service options
 Signature options [?](#)
 Hold at location [?](#)
 Saturday delivery [?](#)
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
 Is the same as the outbound shipment
Your reference: **ARLN**

Return options ▲
RETURN LABEL TYPE* ▼
Print return label
RMA NO.
 Include return instructions

Billing ▲
BILL TRANSPORTATION COST TO* ▼
My account - APHL-619
You can find the shipment references in the service options section. You can find the tax IDs in the sender and recipient sections.

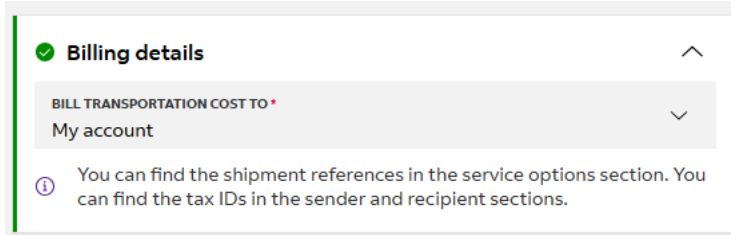
Add shipment notifications [?](#)
 Is the same as the outbound shipment
[ADD EMAIL ADDRESS](#) ▼

f. In Section **Pickup/drop-off**: Select the appropriate option.

g. **Billing Details**: In the **BILL TRANSPORTATION COST TO** box, “My Account” should be selected. This is not your laboratories account. The account you are logged into is managed by APHL and shipping under this login will be billed to APHL.

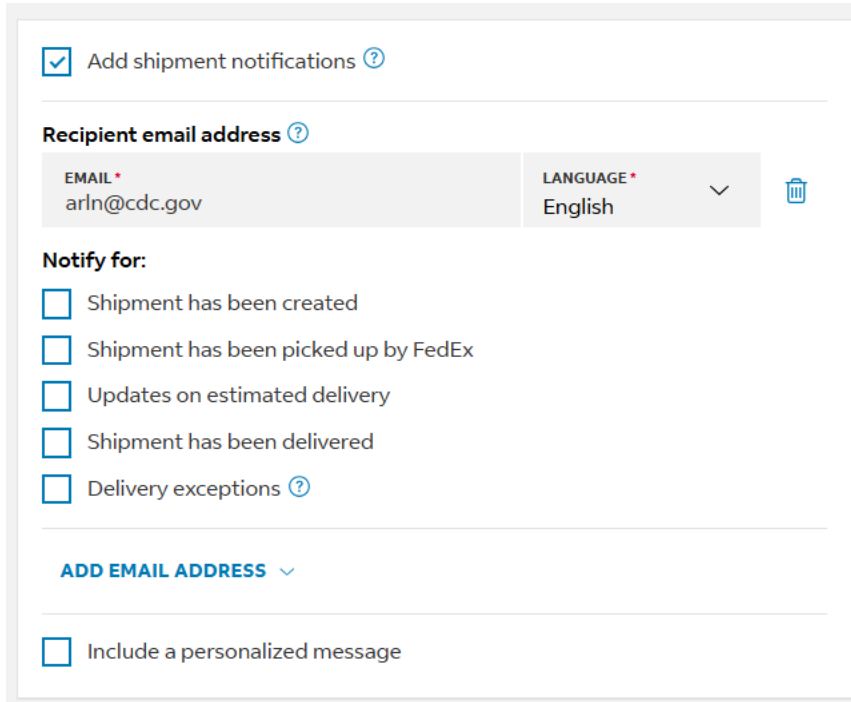
Created September 9, 2025

AR Lab Network Shipping Instructions



The screenshot shows a 'Billing details' section with a green checkmark icon and an upward arrow. Below the title is a grey box labeled 'BILL TRANSPORTATION COST TO*' containing the text 'My account' and a downward arrow. A help icon (i) is followed by 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.'

- h. Click “Add Shipment notifications” to send notification emails to the recipient, the shipper or other email address.



The screenshot shows a form for adding shipment notifications. At the top, there is a checked checkbox for 'Add shipment notifications' with a help icon. Below this is a section for 'Recipient email address' with a help icon. It contains two input fields: 'EMAIL*' with the value 'arln@cdc.gov' and 'LANGUAGE*' with a dropdown menu set to 'English' and a trash icon. Underneath is a 'Notify for:' section with five unchecked checkboxes: 'Shipment has been created', 'Shipment has been picked up by FedEx', 'Updates on estimated delivery', 'Shipment has been delivered', and 'Delivery exceptions' with a help icon. At the bottom of this section is a blue link 'ADD EMAIL ADDRESS' with a downward arrow. Below the entire form is another unchecked checkbox for 'Include a personalized message'.

- i. Review all the information entered to ensure it is correct.
- j. 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.

Contact

For questions or further information, please contact infectious.diseases@aphl.org.