



BOOKING FORM
(One form per one shipment)

**PLEASE SEND TO THE WORLD COURIER GENEVA AT THE CONTACT ADDRESS BELOW
AND CC YOUR REGIONAL FOCAL POINT TO ARRANGE PICK-UP**

!PLEASE FILL IN THIS FORM CAREFULLY!

| |
|---|
| Date filled (dd/mm/yyyy): Number of pages of the booking form: From (Institution): Transmitted by (please click and cross the box(es) you choose): <input type="checkbox"/> Email <input type="checkbox"/> Fax |
|---|

TO: World Courier Geneva (Switzerland) SA

Email : opsgva@worldcourier.ch

Fax : + 41-22-827.30.70

CC: World Health Organization **regional laboratory focal point**

If you do not know the name of the regional focal point, please copy the logistics emergency support team:

- Christian Fuster (fuster@who.int), José Rovira (roviraj@who.int) and WHElab@who.int.

| |
|--|
| Requested Date of Pick-up (dd/mm/yyyy): |
|--|

PERSONS TO BE CONTACTED FOR THE PICK-UP:

Name: _____ **Phone:** _____

E-mail: _____

Please indicate an alternate contact person in case the primary contact cannot be reached:

Name: _____ **Phone:** _____

E-mail: _____

PLACE OF PICK-UP

Laboratory name:

Street :

Dept :

City / Zip Code :

Country :

Name :

Phone :

PLACE OF DELIVERY

please circle destination:

Atlanta / Bangkok / Berlin / Dakar /

Hong Kong / Johannesburg / Koltsovo /

London / Melbourne / Nagasaki /

Nonthaburi / Paris / Phnom Penh / Pune /

Rio de Janeiro / Rome / Rotterdam /

Singapore



DETAILS OF SHIPMENT:

WHO ACCOUNT: #100098 PROTOCOL: WHO/SFP/2

Please click and cross the box(es) you choose: ¹

- BIOLOGICAL SUBSTANCE, CATEGORY B, (UN 3373)** ²
- INFECTIOUS SUBSTANCES AFFECTING HUMANS, CATEGORY A, (UN 2814)** ³
- EXEMPT**

Temperature conditions required: ⁴

- ICEPACKS (2-8°C)**
- DRY ICE**
- OTHER (please specify):** _____

NUMBER OF VIALS AND MLS: _____

NUMBER OF INNER PACKAGING AND SIZE (IF AVAILABLE): _____

NOTE: LOCAL WORLD COURIER OFFICE OR ITS AGENT WILL PROVIDE DRY ICE (if required), ADEQUATE PACKAGING MATERIALS AND PAPERWORK (House Air Waybill, DG forms) FOR YOUR SHIPMENT.

¹ If you are not sure which box to tick, please contact José Rovira (roviraj@who.int) or Christian Fuster (fusterc@who.int) BEFORE you send the form.

² This box should be ticked when you are shipping **COVID-19 clinical** samples from suspected or confirmed cases unless the countries of origin, transit or destination have issued national recommendations defining otherwise the shipment category.

³ This box should be ticked ONLY when you are shipping **COVID-19 virus isolates/cultures**, and can only be used with explicit approval of WHO focal points (Christian Fuster (fusterc@who.int), José Rovira (roviraj@who.int) and WHElab@who.int).

⁴ If unsure please refer to the 'Guidance for laboratories shipping specimens to WHO reference laboratories that provide confirmatory testing for COVID-19 virus', https://apps.who.int/iris/bitstream/handle/10665/331639/WHO-2019-nCoV-laboratory_shipment-2020.3-eng.pdf