

HOWARD A. ZUCKER, M.D., J.D. Commissioner SALLY DRESLIN, M.S., R.N. Executive Deputy Commissioner

Date: April 5, 2018

To: Clinical Laboratories, Commercial Laboratories and Local Health Departments From: Wadsworth Center and NYSDOH Bureau of Healthcare-Associated Infections (BHAI)

Laboratory Advisory – Request for Isolates

Candida auris, Candida glabrata and other rare Candida or yeast species

Please distribute immediately to:

Hospital Epidemiologists, Infection Preventionists, Laboratory Directors, Infectious Disease Physicians, Medical Directors, and Nursing Directors

Candida species are among the most common cause of healthcare-associated bloodstream infections in the United States and antifungal drug resistance in these pathogens is increasing. The recent emergence of multidrug resistant *Candida auris* and its rapid spread in several hospitals and long-term care facilities in New York and other states has raised serious concerns (<u>https://www.cdc.gov/drugresistance/c-auris.html</u>).

Candida glabrata drug resistant isolates and rare *Candida* species are also emerging in healthcare facilities and are becoming a threat to vulnerable populations. In the fall of 2016, the Center for Disease Control and Prevention (CDC) launched the Antibiotic Resistance Laboratory Network (ARLN) to combat drug resistant microbes including *Candida* species

https://www.cdc.gov/drugresistance/solutions-initiative/ar-lab-networks.html.

The Wadsworth Center Mycology Laboratory is working with the CDC-ARLN to enhance lab capacity for the detection of *Candida* antifungal drug-resistance, estimate prevalence in the healthcare facilities, and prevent spread in NY and the northeast (Fact sheet attached).

WHAT TO SEND

- All confirmed or suspected *Candida auris* isolates from any specimen source
- All confirmed or suspected *Candida haemulonii* isolates from any specimen source
- All C. glabrata isolates from any specimen source
- All rare *Candida* species
- Yeast isolates from any specimen source when your lab is unable to identify species
- Do not send common *Candida* species (*C. albicans*, *C. parapsilosis*, *C. tropicalis*, *C. krusei*, *C. dubliniensis*, and *C. lusitaniae*) <u>unless they are found to be resistant to any of the antifungal drugs tested in your laboratory or drug-resistance is suspected clinically</u>

<u>GUIDANCE DOCUMENT & CONTACT INFORMATION</u>:

Detail guidance document starts on page 3. Please send your inquiries to: <u>mycology@health.ny.gov</u>

Send *Candida* Isolates to Your Public Health Lab



What to Send

- All confirmed or suspected Candida auris (C. auris) isolates (any specimen source)
- Yeast isolates from any specimen source when unable to identify species after identification was attempted
- Candida species other than C. albicans, C. parapsilosis, C. tropicalis, C. krusei, C. dubliniensis, and C. lusitaniae
- All *C. glabrata* isolates (any specimen source)

SHIPPING & TESTING ARE FREE | SPECIES ID IN 7 DAYS Labs that take swift action to submit isolates to their public health lab can help detect *Candida* and stop its spread.

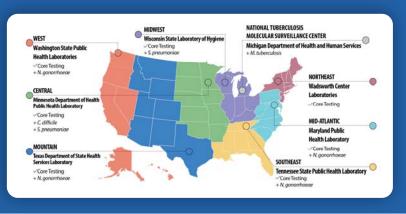
Candida is one of the most common causes of healthcare-associated bloodstream infections in the United States and antifungal drug resistance in *Candida* is increasing. There are new and emerging species, like *Candida auris*, which can spread in healthcare settings and cause outbreaks.

With support from CDC's Antibiotic Resistance Lab Network, your regional lab can:

- Identify species and detect organisms that are public health threats
- Provide antifungal susceptibility data to track resistance
- Help respond to outbreaks of Candida

CDC's AR Lab Network can also test:

- Carbapenem-resistant Enterobacteriaceae (CRE)
- Carbapenem-resistant Pseudomonas aeruginosa (CRPA)
- Emerging threats, like mcr (plasmid-mediated colistin resistance)
- Clostridium difficile
- Mycobacterium tuberculosis
- Drug-resistant Neisseria gonorrhoeae



What makes *Candida auris* a public health threat?



It's difficult to identify.

C. auris can be misidentified by commonly used yeast identification methods. Among others, it is often misidentified as *C. haemulonii*.



It causes severe infections. 1 in 3 patients with an invasive *C. auris* infection dies.

It's often drug-resistant. Some *C. auris* infections are resistant to all 3 major antifungal classes of medicines.



It's becoming common.

C. auris has been reported in more than 20 countries, including the United States.



It can spread in healthcare settings.

C. auris can live on surfaces for weeks and spread between patients, causing outbreaks.

Find the latest CDC *C. auris* guidance: www.cdc.gov/Fungal/Diseases/Candidiasis/ Candida-auris.html

About CDC's AR Lab Network

The AR Lab Network can rapidly detect antibiotic resistance in healthcare, food, and the community, and inform local responses to prevent spread and protect people. The AR Lab Network supports lab capacity in 56 state and local labs, including 7 regional labs and the National TB Center. The regional labs provide core testing, including *Candida* testing and CRE colonization testing, for states in their region. Some perform additional screening for *Streptococcus pneumoniae, Neisseria gonorrhoeae,* and *Clostridium difficile.*









HOWARD A. ZUCKER, M.D., J.D. Commissioner

Department

SALLY DRESLIN, M.S., R.N. Executive Deputy Commissioner

Guidance for Antimicrobial Resistance Laboratory Network (ARLN) <u>Candida</u> Isolate Submission to the Mycology Laboratory, Wadsworth Center

(Northeast Regional Antimicrobial Resistance Laboratory Network)

SHIPPING & TESTING ARE AT NO COST! SPECIES ID AND AST WITHIN SEVEN DAYS!

ISOLATE SUBMISSION

A. LABELING REQUIREMENTS

Isolate must be clearly labeled (electronically generated labels preferred) with:

- 1. A minimum of two unique patient identifiers. Acceptable identifiers include:
 - Patient's full name
 - Date of birth
 - Medical record number
 - Sample ID number
- 2. Date of specimen collection

B. SHIPPING REQUIREMENTS

- Ship isolates on agar slants that support the growth of yeasts (agar plates are not acceptable)
- Yeast should be stored at 4°C if not shipped immediately
- Ship yeast isolates at ambient temperature
- Complete an Infectious Disease Requisition Form (IDR) either online or a paper copy for each isolate submitted:

Online - Preferred Method: Electronic Remote Order through Health Commerce System (HCS)

To access the HCS and the Clinical Laboratory Information Management System (CLIMS), follow the steps below:



HOWARD A. ZUCKER, M.D., J.D. Commissioner **SALLY DRESLIN, M.S., R.N.** Executive Deputy Commissioner

• Login to the Health Commerce System (HCS) at:

Department

https://commerce.health.state.ny.us/public/hcs_login.html

- Select 'CLIMS'
- Select 'Remote Order'
- Select 'Place Order (DOH-4463)'
- Select the specimen/sample type being submitted (Human, Environmental, etc.)
- Fill in the required information on tabbed sections (Submitter, Patient, Tests, Additional Info.)
- On the 'Test' tab, enter 'yeast; in the search field, and select 'Search'
- Matches to the search criteria will populate, select 'yeast identification from the isolate, and antifungal susceptibility testing for yeast' from the 'Test' Column
- Select 'Order Test' Continue to fill in the required information on tabbed sections, review, and select 'PLACE THIS ORDER'
- Continue to fill in the required information on tabbed sections, review, and select 'PLACE THIS ORDER'
- Print the form, and include with isolate shipment

NOTE:

This method provides many advantages over the paper submission IDR form including specimen tracking, email notification when results become available, online access to results, and access to the test catalog. For licensed clinical laboratories with a valid PFI number or county or regional health department, contact your HIN/HCS coordinator to create your HCS account and gain access to CLIMS. For all others, request access by submitting a signed 'Request for Access to the Wadsworth Center Laboratory Information Management System (CLIMS) form and fax to (518) 474-8140 or (518) 473-1326.

2. Paper IDR Submission:

- Complete the Infectious Diseases Requisition Form filling in all required information
- Fill in 'Candida ID' in the 'Other' section on the form as the test request
- Include antimicrobial susceptibility testing results
- Include the IDR form with the isolate shipment
- Forms may be accessed at:

https://www.wadsworth.org/sites/default/files/WebDoc/infectious_diseases_requisition_DOH_4463.pdf

C. CONTACT INFORMATION

For questions: Please email at mycology@health.ny.gov



HOWARD A. ZUCKER, M.D., J.D. Commissioner SALLY DRESLIN, M.S., R.N. Executive Deputy Commissioner

D. SHIPPING

• Isolates should be shipped overnight Monday through Friday to the following address:

David Axelrod Institute Mycology Laboratory 120 New Scotland Avenue Albany, New York 12208 Attn: ARLN

• Ship isolate following International Air Transport Association's (IATA) "Category B" regulation

NOTE:

- Category B is defined as "an infectious substance not in a form generally capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure to it occurs".
- A special permit/certification is not required to ship a Category B substance; however, training is necessary to ensure proper packaging of shipments and to reduce risks of exposure during transportation. Training may be informal, consisting of a documented review of Category B shipping practices.

FedEx SHIPPING

Laboratories may ship isolates for ARLN activities free of charge using our Wadsworth Center CDC ARLN account to create a label for shipping by FedEx.

- Log on to Fedex.com
- From the toolbar, select Shipping/Create Shipment
- User ID: ARLNWC
- Password: Resistance2016
- Login to: FedEx Ship Manager at fedex.com Follow instructions in Appendix A to create a shipment



HOWARD A. ZUCKER, M.D., J.D. Commissioner SALLY DRESLIN, M.S., R.N. Executive Deputy Commissioner

Appendix A- Domestic Shipping on fedex.com

1. Verify the address you are shipping from or change it by clicking the *Edit* link.

My Shipment P	rofiles	② <u>Help</u> ⊟ <u>Hic</u>	ie	4. Billir	ng Details		② <u>Help</u> B	E Hide
My shipment profiles (formerly Fast Ship) 1. From Chris Smith, 456 101	Select	Ship ② <u>Help</u> № EC 33010, United State		Special	erence reference fiel Services		© Help	► Edit
2. To		⊘ <u>Help</u> ⊟ <u>Hic</u>	<u>1e</u>	· · ·	Drop-off (optional) ur package at a FedEx	② <u>Help</u> location.	⊞ <u>Edit</u>
* Country/Location Company * Contact name	United States Select or enter Select or enter	×			mail to yourse	ns (optional) elf, the recipient or othe	② <u>Help</u> ers indicating the	
* Address 1 Address 2	Select Address from N	licrosoft Outlook®		Rates &	& Transit T	ïmes (optional) _{Amo}	② <u>Help</u> E unts are shown	
* City * State				Select		ulate to get rates and ransit times.	Your Rate Calculate	

2. Enter the recipient's information or choose an address from your FedEx address book

	Profiles	2 Help	🖂 Hida	A Billio	ng Details		2 Help	🗆 Hida
My Shipment F	Tomes				-			
My shipment profiles (formerly Fast Ship)	Select		~	* Bill trans to	portation	123456789		~
r dat onip)			Ship	Your ref	erence	YourReference		
			e inp	More	reference fiel	ds		
1. From		@ <u>Help</u>	⊞ <u>Edit</u>	Specia	l Services	(optional)	② Help	🖂 Edit
Chris Smith, 456 10	th Ave, Miami, Florid	a. 33010. United	States	· · ·		,		
	,	.,,		Select add	itional service	s for your shipment		
2. To		② <u>Help</u>	⊟ <u>Hide</u>	Pickup	Drop-off (optional)	② <u>Help</u>	⊞ <u>Edit</u>
							Innetion	
				You are dr	opping off yo	ur package at a FedE×	location.	
Country/Location	United States		~			ur package at a FedEx ns (optional)	② Help	⊞ <u>Edit</u>
Country/Location	United States Select or enter		~	E-mail	Notification	ns (optional)	(2) <u>Help</u>	
Company	Select or enter Select or enter			E-mail	Notification		(2) <u>Help</u>	
Company Contact name Address 1	Select or enter Select or enter Ship to group Amy Rhodes			E-mail Send an e- of your sh	Notification mail to yourse	ns (optional)	(2) <u>Help</u>	e status
Company Contact name	Select or enter Select or enter Ship to group Amy Rhodes John Smith Anne Jones			E-mail Send an e- of your sh	Notification mail to yourse	ns (optional) eff, the recipient or othe Times (optional)	⑦ <u>Help</u> ers indicating the ⑦ <u>Help</u>	e status
Company Contact name Address 1	Select or enter Select or enter Ship to group Amy Rhodes John Smith			E-mail Send an e- of your sh	Notification mail to yourse	ns (optional) eff, the recipient or othe Times (optional)	② <u>Help</u> ers indicating the	e status ⊡ <u>Hide</u>



HOWARD A. ZUCKER, M.D., J.D. Commissioner

SALLY DRESLIN, M.S., R.N. Executive Deputy Commissioner

3. Choose any of the available options.

	_	to
Country/Location	United States	Your reference YourReference
Company	ABC Company	More reference fields
Contact name	Amy Rhodes	
	Select Address from Microsoft Outlook®	Special Services (optional) ② Help 🗄 Edit
Address 1	123 5TH AVE	Select additional services for your shipment
Address 2		
City	BALTIMORE	Pickup/Drop-off (optional) ② Help 🗄 Edit
State	Maryland	You are dropping off your package at a FedEx location.
ZIP	212273133	E-mail Notifications (optional) ② Help 🖽 Edit
Phone no.	5675555555 ext.	Send an e-mail to yourself, the recipient or others indicating the status of your shipment.
	Perform detailed address check	or your originary.
	This is a residence	Rates & Transit Times (optional) ② Help 🗆 Hide
	Save new recipient in address book	Amounts are shown in USD
		Select Service Your Rate
3. Package & S	hipment Details ② <u>Help</u> ⊟ <u>Hide</u>	Click calculate to get rates and <u>Calculate</u> transit times.
Service type	Priority Overnight	5. Continue your Shipment © Help
Package type	Your Packaging 💌	
No. of packages	1 💌	Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.
		Save for later Ship
Weight ②	lbs	

4. Priority Overnight is only available option for ARLN account

		, L	and transit times.	
	Shipment Details ② <u>Help</u> 🗆 <u>Hide</u>	5. Con	tinue your Shipment	© <u>Help</u>
* Service type	Select 🗸			
* Package type	Select		e a Shipment Profile to store recipi	ent, package and all
	First Overnight Priority Overnight	other deta	ils of this shipment for future use.	Conclusion Chief
* No. of packages	Standard Overnight		Save	for later Ship
* Weight ②	FedEx 2Day			
-	FedEx Ground	-		
Dimensions	FedEx Home Delivery			
Declared value ②				
	U.S. Dollars			
* Ship date	01/23/2008 🔳			
se note:				
	nly once. Expect some delay due to transmission ti	ime. Do not clicl	k Stop or Reload; it may cause a dupli	cate shipment transaction
) OCCUR. V clicking the Shin/Co	ntinue button, you agree to the FedEx Ship Manag	er et fedev con	Terms of Lise and the FedEx terms of	of shinning in the
y clicking the omproo	ce Guide and the Shipper's Terms and Conditions			a shipping in the
oplicable FedEx Servi				
y clicking the Ship/Co	ntinue button, you agree that this shipment does n gerous Goods, see the Help for more information.			

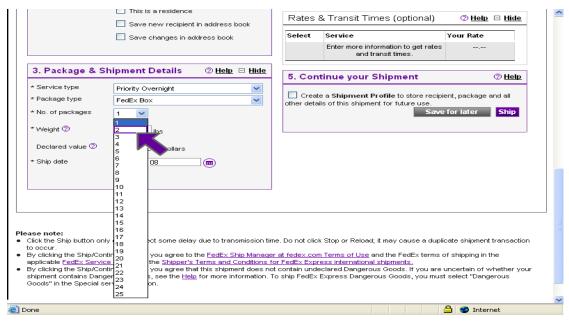


HOWARD A. ZUCKER, M.D., J.D. Commissioner SALLY DRESLIN, M.S., R.N. Executive Deputy Commissioner

5. Indicate the package type.

	Save changes in address	book	Select	Service	Your Rate	
		book		Enter more information to get rates and transit times.	,	
3. Package & S	hipment Details 👘 💿	Help 🗆 Hide	-			
* Service type	Priority Overnight	~	5. Cont	inue your Shipment		② <u>Help</u>
* Package type	Your Packaging	~		a Shipment Profile to store recipions of this shipment for future use.	ent, package a	and all
No. of packages	Select FedEx Envelope		other detail		for later	Ship
Vveight ②	FedEx Pak FedEx Box FedEx Take					
Dimensions	FedEx Tube Your Packagir					
Declared value ⊘	U.S. Dollars					
⁺ Ship date	01/23/2008					
	y once. Expect some delay due t	o transmission time.	Do not click	Stop or Reload; it may cause a dupli	cate shipment	transaction
				Terms of Use and the FedEx terms of	of shipping in t	he
	e Guide and the <u>Shipper's Terms</u> tinue button, you agree that this		ontain under	<u>iss international shipments.</u> clared Dangerous Goods. If you are i xpress Dangerous Goods, you must		hether your

6. Enter the number of packages





HOWARD A. ZUCKER, M.D., J.D. Commissioner **SALLY DRESLIN, M.S., R.N.** Executive Deputy Commissioner

7. If more than one package, indicate whether the packages are identical or not.

Service Type Priority Overnight Package type FedEx Box FedEx Express International Bioments. FedEx Express Endependox Goods, see the Heigh for more information. To ship FedEx Express Endependox Goods. Fouriaria Data for the fronter Source Coods and the Shipper's Tormation. FedEx Express Endependox Goods. Fouriaria Data for the fedEx Express Endependox Goods. Fouriar	This is a residence Save new recipient in address book	Rates	& Transit Times (optional)	② <u>Help</u> □ <u>Hide</u>
3. Package & Shipment Details Help Hide Service type Priority Overnight Package type FedEx Box No. of packages Image: Control of the shipment Profile to store recipient, package and all other details of this shipment for future use. Are packages identical Image: Control of the shipment Profile to store recipient, package and all other details of this shipment for future use. Ship date 01/23/2008 State the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload, it may cause a duplicate shipment transaction coccur. y clicking the Ship/Continue button, you agree to the FedEx Ship Manager at fedex com Terms of Use and the FedEx terms of shipping in the splitcable Fadex Service Cuide and the Shipper's transaction cortain undeclared Dangerous Goods. If you are uncertain of whether your pipert contains Dangerous Goods. set the Help for more information. To ship FedEx Express Dangerous Goods. If you are uncertain of whether your piperter to ship FedEx Express Dangerous Goods. If you are uncertain of whether your piperter to ship FedEx Express Dangerous Goods. If you are uncertain of whether your piperter to ship FedEx Express Dangerous Goods. If you are uncertain of whether your piperter to ship FedEx Express Dangerous Goods. If you are uncertain of whether your piperter contains Dangerous Goods. Set the 'Delay for more information. To ship FedEx Express Dangerous Goods. If you are uncertain of whether your piperter contains Dangerous Goods. Set the 'Delay for more information. To ship FedEx Express Dangerous Goods. If you are uncertain of whether your piperter contains Dangerous Goods. Set the 'Delay for more information. To		Select	Enter more information to get rates	
ick the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload, it may cause a duplicate shipment transaction occur. y clicking the Ship/Continue button, you agree to the <u>FedEx Ship Manager at fedex.com Terms of Use</u> and the FedEx terms of shipping in the oplicable <u>FedEx Service Guide</u> and the <u>Shipper's Terms and Conditions for FedEx Express international shipments</u> . y clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your ipment contains Dangerous Goods, see the <u>Heip</u> for more information. To ship FedEx Express Dangerous Goods, you must select "Dangerous	* Service type Priority Overnight * Package type FedEx Box * No. of packages * Are packages identical Yes No * Weight Declared value U.S. Dollars	Creat	tinue your Shipment e a Shipment Profile to store recipi is of this shipment for future use.	ent, package and all
	o occur. 3y clicking the Ship/Continue button, you agree to the <u>FedEx Ship Manager</u> applicable <u>FedEx Service Guide</u> and the <u>Shipper's Terms and Conditions fo</u> 3y clicking the Ship/Continue button, you agree that this shipment does noi	<u>at fedex.com</u> or FedEx Expr t contain unde	<u>n Terms of Use</u> and the FedEx terms of ess international shipments, clared Dangerous Goods. If you are i	of shipping in the uncertain of whether your

8. Enter the total weight.

	This is a residence Save new recipient	in address book	Rates &	k Transit Times (optional)	⊘ <u>Help</u> ⊟ <u>Hide</u>
	Save changes in ad	dress book	Select	Service	Your Rate
				Enter more information to get rates and transit times.	
3. Package & Sh	nipment Details	⊘ <u>Help</u> ⊟ <u>Hide</u>			
* Service type	Priority Overnight	~	5. Cont	inue your Shipment	(2) <u>Help</u>
* Package type	FedEx Box	~		a Shipment Profile to store recipie	
* No. of packages	2 💙			s of this shipment for future use.	ent, package and all
* Are packages identica	al 💿 Yes 🔘 No			Save	for later Ship
* Total weight 😨	lbs				
Declared value ②	.S ars				
* Ship date	01/23/2008				
ase note: Click the Shin button only	once. Expect come delev	due to transmission tim	e Do pot click	Stop or Reload; it may cause a dupli	cate chinment transaction
to occur.					
				<u>Terms of Use</u> and the FedEx terms on terms international shipments.	of shipping in the
By clicking the Ship/Conti	inue button, you agree tha	it this shipment does no	t contain unde	clared Dangerous Goods. If you are i	
shipment contains Dange Goods" in the Special set		for more information. T	o ship FedEx I	Express Dangerous Goods, you must	t select "Dangerous
one					🔒 🥶 Internet



HOWARD A. ZUCKER, M.D., J.D. Commissioner **SALLY DRESLIN, M.S., R.N.** Executive Deputy Commissioner

1.1.1

9. Verify the ship date or change it by clicking on the calendar icon.

Service type Package type	Priority Overnight	inue your Shipment	@ <u>Help</u>
No. of packages	FedEx Box	a Shipment Profile to store recipie s of this shipment for future use.	for later Ship
Total weight ②	10 lbs		
Declared value 💿	U.S. Dollars		
Ship date	01/23/2008		

10. Verify the account number you would like to bill your transportation cost to.

My Shipment P	rofiles	② <u>Help</u> ⊟ ļ	<u>Hide</u>	4. Billin	g Details	⊘ <u>Help</u> ⊟ <u>Hide</u>
My shipment profiles (formerly Fast Ship)	Select	Shi	P	* Bill transp to Your refe ⊕ <u>More r</u>	123456789	~
1. From		⊘ <u>Help</u> ⊞		Special	Services (optional)	⊘ <u>Help</u> ⊞ <u>Edit</u>
Chris Smith, 456 10t	h Ave, Miami, Florida	33010, United Sta	ites	Select addit	ional services for your shipment	
2. То		⊘ <u>Help</u> ⊟ I	<u>Hide</u>	Pickup/[Drop-off (optional)	⊘ <u>Help</u> ⊞ <u>Edit</u>
			_	You are dro	pping off your package at a FedE	location.
	United States		~			
Country/Location	Ben Regal		~	E-mail N	lotifications (optional)	② <u>Help</u> ⊞ <u>Edit</u>
·			~		nail to yourself, the recipient or oth	
Contact ID Company	Ben Regal			Send an e-r	nail to yourself, the recipient or oth	
Contact ID Company Contact name	Ben Regal	Microsoft Outlook®	•	Send an e-r of your ship	nail to yourself, the recipient or oth ment. Transit Times (optional)	ers indicating the status
Contact ID Company Contact name	Ben Regal Ben Regal Select Address from	Microsoft Outlook®	•	Send an e-r of your ship	nail to yourself, the recipient or oth ment. Transit Times (optional)	ers indicating the status
Company * Contact name * Address 1	Ben Regal Ben Regal Select Address from	Microsoft Outlook®	•	Send an e-r of your ship Rates &	nail to yourself, the recipient or oth iment. . Transit Times (optional) An	ers indicating the status ② <u>Help</u> ⊟ <u>Hide</u> ounts are shown in USD



HOWARD A. ZUCKER, M.D., J.D. Commissioner **SALLY DRESLIN, M.S., R.N.** Executive Deputy Commissioner

11. Click the *Edit* link in Special Services to view and/or choose any special services related to your shipment.

My Shipment F	Profiles	⊘ <u>Help</u> ⊟ <u>Hide</u>	4. Billing Det	ails	⊘ <u>Help</u> ⊡ <u>Hide</u>
My shipment profiles (formerly Fast Ship)	Select	Ship	* Bill transportation to Your reference	123456789	×
		Sinh	More reference	fields	
1. From		⊘ <u>Help</u> ⊞ <u>Edit</u>	Special Servic	es (optional)	⊘ Help ⊞ Edit
Chris Smith, 456 10	th Ave, Miami, Florida,	33010, United States	Select additional ser	vices for your shipment	
2. To					
2.10		② <u>Help</u> ⊟ <u>Hide</u>	Pickup/Drop-o	ff (optional)	⊘ <u>Help</u> ⊞ Edit
	Linited States			ff (optional) I your package at a FedEx	
	United States Ben Regal	⊘ <u>Help</u> □ <u>Hide</u>	You are dropping of	()	
* Country/Location			You are dropping of E-mail Notifica Send an e-mail to yo	your package at a FedEx	location. ⊘ <u>Help</u> ⊞ <u>Edit</u>
* Country/Location Contact ID Company		 N 	You are dropping of E-mail Notifica	tions (optional)	location. ⊘ <u>Help</u> ⊞ <u>Edit</u>
* Country/Location Contact ID Company * Contact name	Ben Regal	× 	You are dropping of E-mail Notifica Send an e-mail to yo of your shipment.	tions (optional)	location. ⊘ <u>Help</u> ⊞ <u>Edit</u>
* Country/Location Contact ID Company * Contact name	Ben Regal Ben Regal	× 	You are dropping of E-mail Notifica Send an e-mail to yo of your shipment.	I your package at a FedEx tions (optional) urself, the recipient or othe it Times (optional)	Iocation. ⑦ Help ⊞ Edit ers indicating the status ⑦ Help □ Hide
* Country/Location Contact ID	Ben Regal Ben Regal Select Address from N	× 	You are dropping of E-mail Notifica Send an e-mail to yo of your shipment.	i your package at a FedEx tions (optional) urself, the recipient or othe it Times (optional) Amo	⊘ <u>Help</u> ⊞ Edit

12. Click the *Edit* link in Schedule a Pickup/Drop-off to view your Pickup/Drop-off options.

my simplifient r	rofiles ② <u>Help</u>	🗆 <u>Hide</u>	4. Billing Detail	ls	⊘ <u>Help</u> ⊟ <u>Hide</u>
My shipment profiles (formerly Fast Ship)	Select	Ship	* Bill transportation to Your reference <u>More reference fi</u>	123456789	
1. From	© <u>Help</u>	⊞ <u>Edit</u>	Special Services	s (optional)	⊘ <u>Help</u> ⊟ <u>Hide</u>
Country/Location	(2) Help	Hide	Hold at FedEx loc		
Contact ID	Amy Rhodes		Dangerous good		
Company	ABC Company		Process a return	n shipment	
* Contact name	Amy Rhodes		FedEx® Delivery Sign	nature Options	
	Select Address from Microsoft Outloo	ok®	Signature type	Select	
Address 1 Address 2	BALTIMORE		Pickup/Drop-off	(optional)	② Help ⊞ Edit



HOWARD A. ZUCKER, M.D., J.D. Commissioner SALLY DRESLIN, M.S., R.N. Executive Deputy Commissioner

13. Click the *Edit* link in E-mail Notifications to send shipment, exception or delivery notifications to yourself, the recipient and two others.

My Shipment F	Profiles	⊘ <u>Help</u> ⊟ <u>Hide</u>	4. Billing Details ② Help 🗆 Hide
My shipment profiles (formerly Fast Ship)	Select	Ship	Bill transportation 123456789 Vour reference More reference fields
1. From		⊘ <u>Help</u> ⊞ Edit	Special Services (optional)
hris Smith, 456 10	th Ave, Miami, Florida, 336	010, United States	Select additional services for your shipment
2. То		② <u>Help</u> ⊟ <u>Hide</u>	
			Pickup/Drop-off (optional) ② Help 🗆 Hide
Country/Location	United States	~	Schedule a pickup
Country/Location	United States Amy Rhodes	~	
			Schedule a pickup Drop off package at a FedEx location
Contact ID Company	Amy Rhodes	× ×	Schedule a pickup Drop off package at a FedEx location Use an already scheduled pickup at my location Pickup Address Edit Chris Smith, 456 10th Ave, Miami, Florida, 33010, United States
Contact ID Company Contact name	Amy Rhodes ABC Company Amy Rhodes	× ×	Schedule a pickup Orop off package at a FedEx location Use an already scheduled pickup at my location Pickup Address Edit
Company * Contact name * Address 1	Amy Rhodes ABC Company Amy Rhodes Select Address from Micr	× ×	Schedule a pickup Drop off package at a FedEx location Use an already scheduled pickup at my location Pickup Address Edit Chris Smith, 456 10th Ave, Miami, Florida, 33010, United States

14. Click *Calculate* to view rates and transit times related to your shipment.

Ship date			1		
or up a date	01/24/2008		Rates & Tr	ansit Times (optional)	⊘ <u>Help</u> ⊡ <u>Hide</u>
			Select Ser	vice	Your Rate
			Ent	er more information to get rates and transit times.	culate
			5. Continu	e your Shipment	© <u>Help</u>
				hipment Profile to store recip this shipment for future use.	ient, package and all e for later Ship
occur. clicking the Ship/Co plicable <u>FedEx Servic</u> clicking the Ship/Co	ntinue button, you agre <u>ce Guide</u> and the <u>Ship</u> ntinue button, you agre gerous Goods, see the	ee to the <u>FedEx Ship M</u> per's Terms and Cond se that this shipment d	anager at fedex.com Terr tions for FedEx Express in bes not contain undeclare	o or Reload; it may cause a dupl ns of Use and the FedEx terms international shipments, nd Dangerous Goods. If you are ess Dangerous Goods, you mus	of shipping in the uncertain of whether yo



HOWARD A. ZUCKER, M.D., J.D. Commissioner **SALLY DRESLIN, M.S., R.N.** Executive Deputy Commissioner

15. Indicate if you would like to save this shipment for future use as a Shipment Profile (formerly known as FastShip).

* Ship date 01/24/2008 (III)	
	Rates & Transit Times (optional)
	Select Service Your Rate
	Enter more information to get rates and transit times.
	5. Continue your Shipment ② Help
	Create a Shipment Profile to store recipient, package and all
	other details of this shipment for future use. Save for later Ship
se note:	
lick the Ship button only once. Expect some delay due to t	ransmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction
lick the Ship button only once. Expect some delay due to t o occur.	
Tick the Ship button only once. Expect some delay due to t o occur. Ity clicking the Ship/Continue button, you agree to the <u>FedE</u> pplicable <u>FedEx Service Guide</u> and the <u>Shipper's Terms ar</u>	x Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the id Conditions for FedEx Express international shipments.
o occur. by clicking the Ship/Continue button, you agree to the <u>FedE</u> upplicable <u>FedEx Service Guide</u> and the <u>Shipper's Terms ar</u> by clicking the Ship/Continue button, you agree that this shi	x Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the id Conditions for FedEx Express International shipments, pment does not contain undeclared Dangerous Goods. If you are uncertain of whether you
lick the Ship button only once. Expect some delay due to t o occur. y clicking the Ship/Continue button, you agree to the <u>FedE</u> pplicable <u>FedEx Service Quide</u> and the <u>Shipper's Terms ar</u> y clicking the Ship/Continue button, you agree that this shi hipment contains Dangerous Goods, see the <u>Help</u> for more	x Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the id Conditions for FedEx Express international shipments.
Click the Ship button only once. Expect some delay due to t o occur. By clicking the Ship/Continue button, you agree to the <u>FedE</u> poplicable <u>FedEx Service Quide</u> and the <u>Shipper's Terms a</u> By clicking the Ship/Continue button, you agree that this shi	x Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the id Conditions for FedEx Express International shipments, pment does not contain undeclared Dangerous Goods. If you are uncertain of whether you
Sick the Ship button only once. Expect some delay due to to o occur. By clicking the Ship/Continue button, you agree to the <u>FedE</u> pplicable <u>FedEx Service Quide</u> and the <u>Ship/Continue button</u> , you agree that this shi hipment contains Dangerous Goods, see the <u>Help</u> for more	x Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the id Conditions for FedEx Express International shipments, pment does not contain undeclared Dangerous Goods. If you are uncertain of whether you
lick the Ship button only once. Expect some delay due to t o occur. y clicking the Ship/Continue button, you agree to the <u>FedE</u> pplicable <u>FedEx Service Quide</u> and the <u>Ship/Continue button</u> , you agree that this shi hipment contains Dangerous Goods, see the <u>Help</u> for more	x Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the id Conditions for FedEx Express International shipments, pment does not contain undeclared Dangerous Goods. If you are uncertain of whether you
lick the Ship button only once. Expect some delay due to t occur. y clicking the Ship/Continue button, you agree to the <u>FedE</u> pplicable <u>FedEx Service Guide</u> and the <u>Shipper's Terms ar</u> y clicking the Ship/Continue button, you agree that this shi hjoment contains Dangerous Goods, see the <u>Help</u> for mon- coods" in the Special services section.	x Ship Manager at fedex.com Terms of Use and the FedEx terms of shipping in the id Conditions for FedEx Express International shipments, pment does not contain undeclared Dangerous Goods. If you are uncertain of whether you

16. Or complete this shipment at a later time by clicking the *Save for Later* button.

	U.S. Dollars				
Ship date	01/24/2008		Rates	& Transit Times (optional)	⊘ <u>Help</u> ⊟ <u>Hide</u>
			Select	Service	Your Rate
				Enter more information to get rates and transit times.	Calculate
			5. Con	tinue your Shipment	© <u>Help</u>
				te a Shipment Profile to store recipie	ent, package and all
			other deta	ills of this shipment for future use.	for later Ship
e poter					
k the Ship button o	nly once. Expect some de	elay due to transmissi	ion time. Do not clic	k Stop or Reload; it may cause a duplic	cate shipment transaction
ck the Ship button o occur. clicking the Ship/Co	ontinue button, you agree	to the FedEx Ship Ma	nager at fedex.com	n Terms of Use and the FedEx terms of	
ck the Ship button o occur. clicking the Ship/Co plicable <u>FedEx Serv</u> clicking the Ship/Co	ontinue button, you agree vice Guide and the <u>Shippe</u> ontinue button, you agree	to the <u>FedEx Ship Ma</u> r's Terms and Conditi that this shipment do	inager at fedex.com ions for FedEx Exp es not contain und	n Terms of Use and the FedEx terms of ress international shipments, eclared Dangerous Goods. If you are it	of shipping in the uncertain of whether you
ck the Ship button o occur. clicking the Ship/Co plicable <u>FedEx Serv</u> clicking the Ship/Co ipment contains Dar	ontinue button, you agree vice Guide and the Shippe ontinue button, you agree ngerous Goods, see the <u>b</u>	to the <u>FedEx Ship Ma</u> r's Terms and Conditi that this shipment do	inager at fedex.com ions for FedEx Exp es not contain und	n Terms of Use and the FedEx terms of ress international shipments.	of shipping in the uncertain of whether you
ck the Ship button o occur. clicking the Ship/Co plicable <u>FedEx Serv</u> clicking the Ship/Co ipment contains Dar	ontinue button, you agree vice Guide and the Shippe ontinue button, you agree ngerous Goods, see the <u>b</u>	to the <u>FedEx Ship Ma</u> r's Terms and Conditi that this shipment do	inager at fedex.com ions for FedEx Exp es not contain und	n Terms of Use and the FedEx terms of ress international shipments, eclared Dangerous Goods. If you are it	of shipping in the uncertain of whether you
ck the Ship button o occur. clicking the Ship/Co plicable <u>FedEx Serv</u> clicking the Ship/Co ipment contains Dar	ontinue button, you agree vice Guide and the Shippe ontinue button, you agree ngerous Goods, see the <u>b</u>	to the <u>FedEx Ship Ma</u> r's Terms and Conditi that this shipment do	inager at fedex.com ions for FedEx Exp es not contain und	n Terms of Use and the FedEx terms of ress international shipments, eclared Dangerous Goods. If you are it	of shipping in the uncertain of whether you
occur: y clicking the Ship/Cd pplicable <u>FedEx Serv</u> y clicking the Ship/Cd hipment contains Dar loods" in the Special	ontinue button, you agree <u>vice Guide</u> and the <u>Shippe</u> ontinue button, you agree ngerous Goods, see the <u>b</u> services section.	to the FedEx Ship Ma r's Terms and Conditi that this shipment do <u>delp</u> for more informat	innager at fedex con ons for FedEx Exp es not contain und tion. To ship FedEx	n Terms of Use and the FedEx terms of ress international shipments, eclared Dangerous Goods. If you are it	of shipping in the uncertain of whether you select "Dangerous



HOWARD A. ZUCKER, M.D., J.D. Commissioner **SALLY DRESLIN, M.S., R.N.** Executive Deputy Commissioner

17. Click the *Ship* button.

Ship date	01/24/2008		Rates	& Transit Times (optional)	⊘ Help ⊟ Hide
			Select	Service	Your Rate
			-	Enter more information to get rates and transit times.	Calculate
			5. Con	tinue your Shipment	© <u>Help</u>
				e a Shipment Profile to store recipie ils of this shipment for future use. Save	ent, package and all for later Ship
					-
					· · · · · · · · · · · · · · · · · · ·
ck the Ship button on	ly once. Expect some d	elay due to transmis:	tion time. Do not clic	k Stop or Reload; it may cause a duplic	cate shipment transaction
ck the Ship button on occur. clicking the Ship/Cor	ntinue button, you agree	to the FedEx Ship M	anager at fedex.cor	n Terms of Use and the FedEx terms of	
occur. clicking the Ship/Cor plicable <u>FedEx Servic</u> clicking the Ship/Cor	ntinue button, you agree <u>ce Guide</u> and the <u>Shippe</u> ntinue button, you agree gerous Goods, see the t	to the <u>FedEx Ship M</u> r's Terms and Condit that this shipment do	anager at fedex.com ions for FedEx Expr bes not contain unde		of shipping in the uncertain of whether your
ck the Ship button on occur. · clicking the Ship/Cor plicable <u>FedEx Servir</u> · clicking the Ship/Cor ipment contains Dang	ntinue button, you agree <u>ce Guide</u> and the <u>Shippe</u> ntinue button, you agree gerous Goods, see the t	to the <u>FedEx Ship M</u> r's Terms and Condit that this shipment do	anager at fedex.com ions for FedEx Expr bes not contain unde	n <u>Terms of Use</u> and the FedEx terms of css international shipments, sclared Dangerous Goods. If you are u	of shipping in the uncertain of whether your

18. Print the label(s) displayed below, along with a receipt.

	Package/Envelope Ship - Trac	Freight	Expedited	Office/Print S Business Sol	
	Ship * Traci	K P Mid	inage /	Business Sol	uuons /
dEx Ship Manager®				Logo	ut ? Help-
epare Shipment 🛛 🚽 Ship H	History My Lists 🖣	Reports	My Profile		
Prepare a shipment ① Enter shipping information Thank you for shipping Plabel References	② Enter product/commodity info		t label(s) 00		



HOWARD A. ZUCKER, M.D., J.D. Commissioner SALLY DRESLIN, M.S., R.N. Executive Deputy Commissioner

This information is provided to you and its use is subject to the FedEx Automation Agreement under which you obtained or have been authorized to use FedEx Ship Manager @ fedex.com. No warranties are extended and all warranties, including without limitation, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS

FOR A PARTICULAR PURPOSE ARE DISCLAIMED, regarding this information. Any conflict between this information and the Automation Agreement, or transportation agreement between you and FedEx, or between this information and the FedEx Service Guide will be governed by the Automation Agreement, the transportation agreement and the FedEx Service Guide, in that order. Your use of this information constitutes your agreement to these terms.