



## Shipping

### Shipping Rates

Our goal is to ensure program materials are shipped to maintain stability and reach your laboratory using a reliable transportation carrier. The CAP requires the addition of a 1% shipping fee for 2018 program shipments for all continental US customers due to the increase in shipping rates. Additional shipping fees for programs shipped to all non-continental US customers are indicated in the table below.

- Incoterms for all shipments are made CPT destination. Customers are responsible for all customs fees, duties, taxes, and brokerage fees. The shipping and handling fee does not cover additional costs incurred by the recipient's government or brokerage company.
- The CAP is not liable for loss or damage caused by force majeure.
- Provide clear and complete shipping address, contact name, telephone number, and email address information on your order form.
- The CAP will not accept post office box numbers for shipments.
- Most proficiency testing shipments will be sent via overnight or two-day service domestically.

### Shipping and Handling Fees

Shipping and Handling Fees	
Destination	Shipping Fee Per Program (US \$)
Alaska	\$55
American Samoa	\$55
Canada	\$120
Guam	\$55
Hawaii	\$55
Puerto Rico	\$95
Virgin Islands	\$95
Shipments beyond the continental US and destinations noted above	\$160

### International Shipping and Handling

Fees shown below are collected for shipments sent to locations outside the US to cover shipping costs and handling requirements. Additional fees, duties, and taxes not reflected in the CAP list price may be imposed on proficiency testing orders; participants should contact their local customs office and local UPS office regarding any additional charges that may be imposed:

- Discuss your local delivery requirements.
- Identify your broker with your local UPS office.
- Consider establishing an account with UPS for direct billing of duties and taxes. It is common practice for carriers to charge additional fees for advancing duties and taxes due to your government. If an account is not established with your local UPS office, deliveries may arrive Collect on Delivery (COD).
- Inquire whether signing a power of attorney for brokerage services will expedite clearance of your shipments.
- Inquire if there are documents you can prepare in advance and place on file for the program year.
- Specific to publications, international shipping and handling fees are calculated based on the weight of the book(s) and country of destination.

Local duties and tax charges may apply to shipments within your geographic area.



**International Special Packaging**

If you are ordering programs shipped in dry ice or cool packs and the average temperature in your country is higher than 25°C (77°F), the CAP recommends you upgrade your shipment packaging to the extended shipper (XDS). The XDS is a dual insulation shipper intended to maintain the cold chain to destinations with warmer climates. Contact the CAP if you would like to add special packaging.

**Note: The CAP cannot issue a refund for any CAP-charged fees once the shipment has been released. Participants are responsible for all costs and expenses related to the return of shipments to the CAP or its designated packagers if the reason for such return is late program cancellation, refused shipment, or invalid ship-to address.**

International Shipping and Handling			
Category	Shipping Fee	Program Delivery Location	Notes
Standard International Shipping and Handling	\$160 per program	Ship-to address as allowed	Most international shipments fall into this category

**Other Fees for Program Materials Categorized as Dangerous Goods**

Programs listed in the table titled Permit Requirements and Dangerous Goods Classification may require special handling, special import permits, additional CAP shipping fees, and other fees.

International transportation regulations, local requirements, and carriers determine how dangerous goods can be transported to your geographic region. Depending upon your geographic region the appropriate type of service can be established. Service availability noted below may change during a CAP program year due to government regulatory or carrier changes.

**CAP International Dangerous Goods fees** listed below replace the standard international shipping and handling fees. *Note that all fees below are per shipment.*

Type of Service	Shipping Fee	Program Delivery Location	Brokerage	Notes
Standard	\$85 (USD) per shipment	Ship-to address	Included	
Freight Forwarder	\$525 (USD) per shipment	Ship-to address Or Carrier-designated airport	Laboratory to hire a broker	Carrier <i>may</i> deliver a shipment only as far as an airport; the laboratory is required to arrange pickup from the airport directly
Premium Freight Forwarder	Per shipment quote will be provided	Ship-to address	Laboratory to hire a broker	

Please contact CAP for estimated shipping and handling charges.



## Additional Information for International Customers

### Permits

Many countries require import permits or certificates of origin for customs clearance (regardless of dangerous goods status of a program).

- Work with your local authorities to determine if any permits are required.
- As a recipient, you are responsible for obtaining any import permits/documents and forwarding these to the CAP for inclusion with the program shipment. Provide these same documents to your broker or your local designated carrier.
- Programs with dangerous goods materials may require special permits and incur additional charges.
- Do not use the CAP Surveys catalog program descriptions for permit preparation and customs clearance documents. Program specifications may have changed after catalog publication and do not provide sufficient detail. Contact the CAP to obtain such information.
- You are responsible for monitoring permit expiration dates and submitting a new permit six weeks prior to the scheduled ship date.
- **Program materials will not ship without required documentation.**

Submit permits at the time of ordering, preferably with an extended expiration date of December 31, 2017, in order to cover all shipments. **At a minimum, submit permits six weeks prior to the stated program ship date to ensure timely delivery.**

### Additional Documentation

Contact the CAP if you require additional documentation to place orders or receive shipments. Examples of available documentation include: US IRS Form 6166 Certificate of Residency, Articles of Incorporation, and the CAP's tax status.

### Hawaiian Permits

The state of Hawaii requires import permits. You may obtain an import permit by contacting the Plant Quarantine Branch of the State of Hawaii Department of Agriculture. Complete form PQ-7 to obtain an import permit or a letter of authorization.

### Canadian Permits

Canadian regulations require permits to import animal, plant, and human pathogens. Permit applications should list the CAP program code and full program name. Do not list the Program Fulfillment Group (PFG). Do not list the mailing designation (A, B, C).

These permits must be obtained by the recipient for all infectious modules from:

- The Public Health Agency of Canada (Send email to [permitpermis@phac-aspc.gc.ca](mailto:permitpermis@phac-aspc.gc.ca).)
- CFIA Plant Protection Division permits may also be required. Contact [permitoffice@inspection.gc.ca](mailto:permitoffice@inspection.gc.ca).

### Canadian Broker Requirements

Canadian customers must designate a broker for customs clearance. UPS may be designated as your broker by signing a Power of Attorney with UPS. Provide your Goods and Services Tax (GST) account number and CFIA number to your designated broker. Requesting Pre-Arrivals Release System (PARS) clearance will expedite clearance of your proficiency testing kits.



**Saudi Arabian Permits**

Current Saudi Food and Drug Authority regulations require import permits for all programs. You may obtain permits through the Saudi Food and Drug Authority. Submit permits to the CAP, your local UPS office, and other appropriate agencies.

**Additional International Permit Information**

Information for other countries can be found on cap.org.

**Programs that may require import permits are listed below and are accurate as of May 1, 2016.**

Permit Requirements and Dangerous Goods Classification		
Program Code	Program Name	Dangerous Goods Classification
BCS	Blood Culture	UN3373
BCS1	Blood Culture, <i>Staphylococcus aureus</i>	UN3373
BDP, BDP5	Bacterial Detection in Platelets	UN3373
BDPV, BDPV5	Bacterial Detection in Platelets, Rapid	UN3373
BSTS	Bacterial Strain Typing, <i>Staphylococcus</i>	UN3373
CAMP	<i>Campylobacter</i>	UN3373
CRYP	Cryptococcal Antigen Detection	UN3373
D	Bacteriology	UN3373
DEX	Expanded Bacteriology	UN3373
D1	Throat Culture	UN3373
D2	Urine Culture	UN3373
D3	GC Culture	UN3373
D4	Bacteriology, Limited	UN3373
D7	Throat/Urine Culture	UN3373
D8	Group B Strep Detection	UN3373
E	Mycobacteriology	UN2814
E1	Mycobacteriology, Limited	UN2814
F	Mycology	UN3373
F1	Yeast	UN3373
F3	<i>Candida</i> Culture	UN3373
HC4	Herpes Culture	UN3373
HC6, HC6X	<i>C. trachomatis</i> and <i>N. gonorrhoeae</i> by NAA	UN3373
HPS	<i>Helicobacter pylori</i> Antigen, Stool	UN3373
IDN	Nucleic Acid Amplification, Organisms without MTB	UN3373
IDO	Nucleic Acid Amplification, Organisms	UN3373
LN38	CMV Viral Load Calibration / Linearity	UN3373
MBT	Microbiology Bench Tools Competency	UN3373
MC1	Microbiology Combination with GC	UN3373
MC2	Microbiology Combination	UN3373
MC3	Urine Colony Count	UN3373
MC4	Urine Colony Count Combination	UN3373
MC5	Throat Culture / Rapid Strep	UN3373
MRS	Methicillin-Resistant <i>Staphylococcus aureus</i> Screen	UN3373

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Permit Requirements and Dangerous Goods Classification (continued)		
Program Code	Program Name	Dangerous Goods Classification
MRS5	Methicillin-Resistant <i>Staphylococcus aureus</i> Screen, 5 Challenges	UN3373
PNA1	PNA FISH for <i>Staphylococcus</i>	UN3373
PNA2	PNA FISH for Yeast	UN3373
SCP	Stem Cell Processing	UN3373
VM1*	CAP Viral Markers—Series 1	*
VM2*	CAP Viral Markers—Series 2	*
VM3*	CAP Viral Markers—Series 3	*
VM4*	CAP Viral Markers—Series 4	*
VM5*	CAP Viral Markers—Series 5	*
VM6*	CAP Viral Markers—Series 6	*
VR1	Virology Culture	UN3373
VRE	Vancomycin-Resistant <i>Enterococcus</i>	UN3373
VS	Vaginitis Screen Antigen Detection – BD Affirm VP III	UN3373

**WARNING:** The Instrumentation (I) Survey specimens may contain corrosive or toxic substances, environmental hazards, or irritants. This Survey ships as a Class 9 dangerous good with a specimen volume below the threshold requiring special packaging.

**Note:** A refund cannot be issued for any paid fees once the shipment has been released, six weeks prior to the first scheduled ship date of the year. The CAP is not responsible for the return of shipments due to certain force majeure situations such as when shipments are returned from customs authorities. Participants are responsible for all costs and expenses related to the return of shipments to the CAP or its designated distributor if the reason for such return is late program cancellation, refused shipment, or invalid ship-to address.

\* This program does not ship under a Dangerous Goods Classification; however, some countries may still require permits due to the nature of the material. Goods Classification; however, some countries may still require permits due to the nature of the material.

## Biohazard Information

**Laboratory Accident Hotline: 800-443-3244**

**For international customers: 847-470-2812 (Country code: 001)**

Accidental exposures while processing specimens from the CAP, including cuts and contamination of mucous membranes or non-intact skin, should be reported to the CAP hotline for evaluation and questions regarding prophylaxis. Please provide the identification number of the relevant specimen.

### Biohazard Information/Warning Statements

- The Centers for Disease Control and Prevention (CDC) has classified all bacterial and viral strains used in PT challenges as not greater than a Biosafety Level 2. You can find a full description of Biosafety Level 2 handling requirements, as defined by the CDC Office of Health and Safety in Biosafety in Microbiological and Biomedical Laboratories, at [cdc.gov/biosafety/publications/bmbl5/index.htm](http://cdc.gov/biosafety/publications/bmbl5/index.htm).
- All Surveys include a biohazard warning statement appropriate for handling of the material.
- Surveys that do not include etiologic agents are still expected to be handled in keeping with CDC universal precautions and OSHA bloodborne pathogen rules.
- The CAP's Safety Data Sheets (SDS) are available on [cap.org](http://cap.org).



No Shipping and Handling Charges	
Program Code	Program Name
APAPCPT, APAPJPT, APAPKPT, APAPLPT, APAPMPT, PPTENR, Series 1 and 2	Glass Slide Gynecologic Cytopathology PT Program with Glass Slide PAP Education, additional pathologist or cytotechnologist
APAPCE, APAPJE, APAPKE, APAPLE, APAPME, Series 1 and 2	Cytopathology Glass Slide Education Program, additional pathologist or cytotechnologist
AUP	Autopsy Pathology
AUP1	Autopsy Pathology, additional participant
BALL	B-Cell Acute Lymphocytic
BMD	Bone Marrow Cell Differential
CAPBIND*	CAP Survey Binder
CPIP/CPIP1	Clinical Pathology Improvement Program
CY	CAP/ACMG Cytogenetics
DPATH/DPATH1	Online Digital Slide Program in Dermatopathology
DY	Ligand Assay, Special
EHE1	Expanded Virtual Peripheral Blood Smear
FNA/FNA1	Online Digital Slide Program in Fine-Needle Aspiration
FNAG1	Fine-Needle Aspiration Glass Slide Education Program, additional pathologist or cytotechnologist
FR1	Forensic Pathology, additional pathologist
HPATH/HPATH1	Hematopathology Online Education
NEO	Neoplastic Cellularity
NGC1	Nongynecologic Cytopathology Education, additional pathologist or cytotechnologist
NGSB1	NGS Bioinformatics for Illumina Platforms
NGSB2	NGS Bioinformatics for Ion Torrent Platforms
NGXBV	NGS Bioinformatics Somatic Validation
NGSE	NGS Undiagnosed Disorders-Exome
NP1	Neuropathology, additional pathologist
PCSP/PCSP1	Practicum in Cancer Surgical Pathology
PIP1	Performance Improvement Program in Surgical Pathology, additional pathologist
PIPW/PIPW1	Online Performance Improvement Program in Surgical Pathology
All Q-TRACKS <sup>®</sup> , Q-PROBES <sup>™</sup> , Q-MONITORS <sup>®</sup>	Quality Management Tools
TICP/TICP1	Nongynecologic Cytopathology – Intraoperative Touch Imprint/Crush Preparation Program
VBF	Virtual Body Fluid
VBP/VBP1	Online Virtual Biopsy Program
VGS1	Virtual Gram Stain Basic Competency
VGS2	Virtual Gram Stain Advanced Competency
VPBS	Virtual Peripheral Blood Smear
VS2	Vaginitis Screen, Virtual Gram Stain

\*The CAP does not charge shipping and handling for binders that are included with your order. The purchase of additional binders will incur a shipping and handling fee.



### **Carriers**

The CAP will send all standard 2018 proficiency testing program shipments via UPS, the CAP's preferred carrier. If your organization is specifically requesting shipment via a freight forwarder or another designated carrier **at your expense**, provide the CAP with your final shipment address, account number, and the freight forwarder's US domestic address and contact information.

### **Tax Identification Number**

Provide the CAP with your federal tax identification number if your country requires that number be listed on the commercial invoice.

### **Special Requirements**

Discuss any special shipping requirements or updates with the CAP Customer Contact Center staff. Communicate all requests for special shipping arrangements to the CAP a minimum of six weeks prior to the stated program ship date.

### **Duties and Taxes**

- Duties and import taxes imposed by countries outside of the United States are the responsibility of the customer and cannot be waived by the CAP.
- Other government fees imposed by your country are the responsibility of the customer and cannot be waived by the CAP.
- Shipments are processed CPT Destination.

### **Commercial Invoice**

Commercial invoices are affixed to packages as required by international shipping conventions. The commercial invoice is an official transaction record between an exporter and an importer. Customs officials use this form to clear your shipment.

The invoice total listed on the commercial invoice is not an amount due to the CAP or your country. The invoice total is listed for the purpose of computing duties and taxes.

### **Delivery**

CAP programs are shipped door-to-door service whenever possible. In instances where your country does not allow delivery to your door, the CAP can only arrange shipment to an airport. In these instances you will be notified when a program has been cleared and is ready for pickup. You must pick up your shipment at that point. If you refuse to pick up your shipment, your order for any remaining shipments may be canceled.

### **Carrier Contact**

Carriers or customs officials may attempt to contact your PT shipping contact if there are issues regarding clearing your shipment; make sure you provide the CAP with your PT shipping contact email and local number. Please respond to these requests for additional information as soon as possible. Contact the CAP if you need additional information to expedite clearance.

If you fail to respond to information requests from carriers and customs officials, the following may occur:

- Your organization may incur additional charges for storage and management fees.
- You may incur additional fees due to disposal or return of your shipment.





**Stability**

Some programs have limited stability and may not be available in certain countries. For more information, contact the CAP Customer Service Department.

Programs With 10 or Less Days Stability	
Program Code	Program Name
B27*	HLA-B27 Typing
CBT*	Cord Blood Testing
EPO	Erythropoietin
FL3*	Flow Cytometry
GH2, GH5	Hemoglobin A <sub>1c</sub>
HFC*	Hemocytometer Fluid Count
HLAS	HLA Serologic Typing (Class I and II)
HLAS1	HLA Serologic Typing (Class I only)
LM1	Lung Maturity
LN15	Hemoglobin A1c Calibration Verification/Linearity
MX1B	HLA Crossmatching, Antibody Screen and Identification (Class I) basic
MX1C	HLA Crossmatching, Antibody Screen and Identification (Class I) comprehensive
MX2B	HLA Crossmatching, Antibody Screen and Identification (Class II) basic
MX2C	HLA Crossmatching, Antibody Screen and Identification (Class II) comprehensive
MXB	HLA Crossmatching, Antibody Screen and Identification (Class I and II)
MXC	HLA Crossmatching, Antibody Screen and Identification (Class I and II)
NIPT	Non-Invasive Prenatal Testing
RFAV1*	Rare Flow Antigen Validation CD1a
SCP*	Stem Cell Processing
ZAP70*	ZAP-70 Analysis by Flow Cytometry

**Note:** The CAP strives to deliver all program materials in a stable condition. Surveys that must be kept cold will ship with frozen cold packs or dry ice as needed and allowed by country importation regulations. If transportation to your location cannot meet these conditions, please note that replacements will not be available.

For CAP-accredited international laboratories, the CAP requests that your laboratory perform testing on these materials. If unacceptable results are achieved and it is established that it is due to shipping conditions, your laboratory may review options with the CAP Laboratory Accreditation Program staff at [accred@cap.org](mailto:accred@cap.org).

\*Programs with less than five days stability may not be suitable for participants located outside the US and Canada.





**Dry Ice**

Some shipments are packed on dry ice to maintain stability. Dry ice shipments are shipped as UN1845 dangerous goods shipments. Due to sublimation, there may not be any dry ice present when you open your kit. This condition is not an indication that the program material has been compromised. If your country does not allow dry ice shipments, your Surveys will be packaged with cool packs that may not be as effective in maintaining a cool environment. When you receive your shipment, follow the kit storage instructions as soon as possible.

Program Materials Shipped on Dry Ice	
Program Code	Program Name
ABL	Accuracy-Based Lipid
ABS	Testosterone and Estradiol Accuracy Survey
ABTH	Harmonized Thyroid
ABU	Accuracy-Based Urine
ABVD	Accuracy-Based Vitamin D
ACA	Antichromatin Antibody
AG*	1,5-Anhydroglucitol
ARP	Antiribosomal P Antibody
BDPV, BDPV5	Bacterial Detection in Platelets, Rapid
BGL, BGL1	CAP/ACMG Biochemical Genetics
BNP, BNP5	B-type Natriuretic Peptides
C1*, C3*/C3X*, C4*, CZ*/CZX*/CZ2X*/CZVM*, Z*	General Chemistry and Therapeutic Drug Monitoring
CFDNA	Cell Free DNA
CGS6, CGS8	Heparin-Induced Thrombocytopenia
CRT, CRTI	Cardiac Markers
CS*	CAP/AACC Immunosuppressive Drugs
CZQ	Quality Cross Check, General Chemistry and Therapeutic Drug Monitoring
DAI*	Urine Drug Adulterant/Integrity Testing
DFC	Drug-Facilitated Crime
DMPM*	Drug Monitoring for Pain Management
EPO*	Erythropoietin
ETB*	Ethanol Biomarkers
EV*	Everolimus
FOL*	RBC Folate
FT*	Fructosamine
GSA*	Glycated Serum Albumin
HCV2	Hepatitis Viral Load
HV2	HIV Viral Load
HIVG	HIV Genotyping
IGHV	IGHV Mutation Analysis
K*, KK*, K2*, KVM*	Ligand Assays
KSA	Kidney Stone Risk Assessment
LN2, LN2BV	Chemistry Calibration Verification/Linearity
LN5*, LN5S*	Ligand Calibration Verification/Linearity
LN24	Creatinine Accuracy Calibration Verification/Linearity
LN25, LN27	Troponin I Calibration Verification/Linearity

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Program Materials Shipped on Dry Ice (continued)	
Program Code	Program Name
LN30	B-type Natriuretic Peptides Calibration Verification/Linearity
LN31	Immunosuppressive Drugs Calibration Verification/Linearity
LN35, LN36, LN37	Coagulation Calibration Verification/Linearity
LN38	CMV Viral Load Calibration Verification/Linearity
LN41	Procalcitonin Calibration Verification/Linearity
LN44	Fibrinogen Calibration Verification/Linearity
LN45	Hepatitis C Viral Load
LPE*	Electrophoresis
MHO, MHO1, MHO2, MHO3, MHO5	Molecular Hematologic Oncology
MPA*	Mycophenolic Acid
MRD, MRD1, MRD2	Minimal Residual Disease
NB*, NB2*	Neonatal Bilirubin
NGSHM	Next-Generation Sequencing, Hematologic Malignancies
NGSST	Next-Generation Sequencing, Solid Tumor
NTA	Nicotine and Tobacco Alkaloids
OFD*	Oral Fluid for Drugs of Abuse
SALC	Salivary Cortisol
SARC	Sarcoma Translocation
SCDD*	Synthetic Cannabinoids/Designer Drugs
SCO*	Serum Carryover
T*	Toxicology
TBLA	Total Bile Acid
TM, TMX	Tumor Markers
TNT, TNT5	Cardiac Markers
TQP*	Toxicology Quality Program
UDS*, UDSM*, UDS6*	CAP/AACC Urine Drug Testing (Screening)
UDS6	CAP/AACC Urine Drug Testing (Screening), Limited
UPBG	Porphobilinogen Urine
UT	Urine Toxicology
UT*, UTCO*	Urine Toxicology Carryover
VF*	Vitreous Fluid
VITD*	25-OH Vitamin D
Y*, YY*, YVM*	Ligand Assays
ZE*	Therapeutic Drug Monitoring, Extended

\* This program ships with a cool pack to laboratories in the US, Puerto Rico, Guam, Virgin Islands, American Samoa, and to APO/FPO addresses.