# 16 SHIPMENT CHECKLIST

*Check off each item on shipping day. Detailed steps: pages 14–17.*

## Records

- ☐ Log sheet complete: every bottle has GMP#, start and end dates, and conditions
- ☐ Export permits and country shipping rules checked
- ☐ CBG emailed: number of bags, Excel log sheet, removal photos, export requirements

## Samples

- ☐ Each bag holds 30 mL ethanol or less; whole package 1 L or less
- ☐ Each bag heat sealed
- ☐ Each bag labelled: GMP sticker on the outside, matching internal label inside
- ☐ Bags double bagged with absorbent material; outer bag heat sealed
- ☐ Box cushioned and taped shut

## Box and documents

- ☐ Box marked “Scientific research specimens, not restricted, Special Provision A180 applies”
- ☐ Outside Canada: customs declaration and CBG Customs Declaration Form attached
- ☐ Addressed to CBG
- ☐ Your name, return address, phone and tracking number written on the box
- ☐ Shipping Monday–Wednesday, not before a public holiday
- ☐ Tracking number emailed to info@globalmalaise.org