Mailing Samples to SDSU Plant Diagnostic Clinic

- FedEx paks are free from FedEx
- FedEx paks come in several different styles, all will work but the large padded style may work better for some samples.
  - Polyethylene pak
  - FedEx pak
  - Padded pak

All are moisture and tear resistant.
• To minimize the amount of supplies on hand you may want to have just the large, padded paks on hand.
• Use FedEx package airbill shipping label
  – These come from SDSU central mail
  – Their account number is already on the shipping label.
  – Fill out the rest of the label (see instructions below)
  – Call FedEx to schedule a pick up or drop off at a FedEx store
  – Consider refrigerating samples that come in on Thurs. and Fri. and then send on Mon. to avoid them setting in a warm room over the weekend as they may degrade to the point that no identification can be made.
Fed Ex Shipping label
Received from SDSU Central Mail
Their address and phone #:
SDSU Customer Service Center
Admin. Bldg
Box 2201, AD304
Brookings, SD 57007
PH #: 605-688-6422
Step #1: Fill out "From" address
Step # 2: clearly print internal billing reference. (Number to come from SDSU Plant Diagnostic Clinic)
Step #3: Fill out to Address
SDSU Plant Diagnostic Clinic
Box 2108, PSB 153
Brookings, SD 57007
Step #4: Under the 2 or 3 business days, place an “X” in the box by FedEx 2Day
Step #5: Packing; place a check in the FedEx Pak box
Step #4: Under the 2 or 3 business days, place an “X” in the box by FedEx 2Day