

## To Drop off Specimen Sample

1. To find a location and latest time for package drop off, go to [www.ups.com/dropoff](http://www.ups.com/dropoff)
2. Select "Use my Current Location" or add zip code
3. Check only the "Find a drop off location" option, then click the find button
4. Choose the most convenient location to drop off **and latest drop off time**
5. Please note, packages **cannot be dropped off at UPS Access Point® locations**

## To Schedule a UPS Pickup by Phone

1. Call UPS at **800-Pick-UPS (800-742-5877)** to request an On-Call pickup for the same day or a future day
  - Call by 12pm for a same day pickup requests, and minimum of 2 hours before desired pickup time
  - When prompted say: Schedule a pickup
  - System will ask you for the number of packages and the tracking number
  - Have the UPS Return Label tracking number available (see label illustration to the right)
2. Follow remaining prompts to provide **YOUR** pickup zip code and street address
3. A pickup reference number will be provided, confirming a UPS driver will be dispatched for pickup
4. Have the specimen package sealed and ready for pickup at the most convenient entrance area



Your tracking number can be found here