

safe and sound...

Safebox™: the only pre-paid
and secure packaging solution
for sending specimens.



Royal Mail



When you send specimens, you want them to arrive safe and sound. Safebox™ fits the bill.

Safebox™ from Royal Mail has been specifically designed to provide an easy-to-use, all-in-one secure package for anyone wishing to send specimens. Doctors, vets, universities, researchers, police forces and pharmaceutical companies all over the country have found Safebox™ offers everything they need in one handy pre-paid box.

➤ **Everything included:**

Postage, packaging, absorbent wadding, self-seal bag that can be written on, "O" ring to ensure inner container is water tight, address and return label.

➤ **Easy to use:**

Quick to put together, simple to take apart, full instructions in every pack.

➤ **Provides an element of safety for employees:** Tamper evident seal eliminates danger of contamination for employees.

➤ **Choice of posting options:**

Every Safebox™ comes with pre-paid postage and the address labels attached. Choose from First Class or Special Delivery™.

Pre-paid
postage



Instructions on the
reverse of the label



Tamper
evident seal



Absorbent
wadding inside



Address label



Safebox™ was developed by working closely with healthcare professionals, so you can be sure it's designed with your health and safety in mind.

➤ **Compliant with legislation:**

- Fully compliant with packing instruction 650
- Fully compliant with the requirements of UN3373
- Compliant with the performance tests of packing instructions 620.

➤ **Virtually indestructible:**

Passes drop test, puncture test and pressure test.

➤ **Small, safe and reduces risk:**

Requires less manual handling than with other packaging reducing the risk of accidental spills. As it is single use, it prevents contamination of contents.

Safebox™ step by step

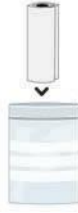
>1



Step one

Place sample in a leak-proof container. Send one 50ml container per pack.

>2



Step two

Wrap container in absorbent material and place in plastic self-seal bag and seal.

>3



Step three

Put the whole package in the clear plastic compartment. Place any documentation in the other compartment.

>4



Step four

Important: Check that all the contents you want to send are inside the package before closing as once it has been closed, it can't be reopened without destroying it.

>5



Step five

Remove the cardboard separator from the lid and dispose of it.

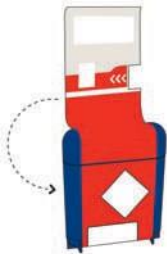
>6



Step six

Place the lid over the top of the container and firmly press shut.

>7



Step seven

Peel the outer backing from the self-adhesive label. Then wrap around the Safebox™.

>8



Step eight

Make sure the package is addressed correctly and the return address has been completed. **It's ready to go.**

>9



Step nine

You can put First Class Safebox™ in any post-box. Safebox™ posted using Special Delivery™ needs to be taken to any Post Office.

Safebox™ saves you time, money and storage space. Simply order the quantity you need, as and when you need it.

Safebox™ is the only UN3373 compliant medical solution to include postage. With a minimum order of just **12 items**, and a delivery turnaround target of just 24 hours, it will:

➤ **Save time:**

Easy to use and only takes a few seconds to get a sample ready for posting.

➤ **Save money:**

No hidden costs or additional items to include.

➤ **Save on storage space:**

Delivered in cartons of 12 or 48 and can be stored flat, saving shelf space.

➤ **Choice of posting options:**

Every Safebox™ comes with pre-paid postage and the address labels attached. You simply choose the delivery option that's easiest for you:

- **First Class:** A delivery target of next day. Safebox™ can be posted in any post-box, so even after your mailroom has closed for the night, you can catch the last post.
- **Special Delivery™:** Guaranteed next working day delivery or your money back. Incorporates the Royal Mail Track and Trace facility. Good for time-sensitive samples.

Both First Class and Special Delivery™ Safeboxes can also be included in your usual business collection.

Quick and easy assembly



No hidden costs



Stored flat



First Class



Special Delivery™
next day



Fully recyclable



Safebox™:

the technical details

› Capacity

- 2 x 30ml universal containers
- 4 x 9ml vacuettes
- 4 x 7.5ml monovettes
- 6 x 2.7ml monovettes
- 5 x 2.5ml glass vials/bottles
- 4 x 9ml serum containers
- 3 x 15ml vacutainers
- 1 x 50ml square tissue box
(must be placed upside down)
- 2 x slide boxes

› Dimensions

- Height: 175mm
 - Width: 138mm
 - Depth: 30mm
- (All dimensions are approximate)

› Materials

- Lid: Polypropylene
- Inner chamber: Polycarbonate
- Base: Polypropylene
- Self seal bag
- Plastic O-ring
- Absorbent material
- Cardboard separator
(To prevent accidental closure)
- Pre-paid label

› Packing instructions

- Fully compliant with Packing Instructions 650
- Fully compliant with the requirements of UN3373
- Compliant with the performance tests of Packing Instructions 620
- Meets all the 620 performance criteria except 100mm in the smallest dimension*

Safebox™ is available in boxes of **12 and 48**.

Order yours from Royal Mail by calling **03457 782 677**.

* The UN mark cannot be given to Safebox™ simply because it is too small to meet the minimum size requirements, but makes it perfect for you as it takes less storage space.

Terms and conditions...

IMPORTANT: Please read these terms and conditions before you use Royal Mail Safebox™.

Terms and Conditions for sale of Royal Mail Safebox Products.

Terms and Conditions for the ordering of the Royal Mail Safebox Product

1. These terms and conditions shall apply to each order for Royal Mail Safebox Products submitted by the Customer whether or not the order is accepted by Royal Mail. Orders may be submitted by fax on 0191 512 3463 or, during working hours, by telephone on 03457 782 677.
2. Royal Mail reserves the right at any time to refuse to accept orders or to withdraw a Royal Mail Safebox Product from sale and in such event will refund any monies paid by the Customer in respect of such refused orders or withdrawn products.
3. The prices of Royal Mail Safebox products shall be the royal mails standard prices in force at the time when the order is accepted. All Royal Mail Safebox products must be paid for in advance of delivery, by cheque, postal order, variable direct debit or credit card unless Royal Mail has authorised a credit facility in advance (please refer to Clause 4 below). Cheques and postal orders should be crossed and made payable to "Royal Mail".
4. Royal Mail may at its own discretion authorise the Customer to purchase Royal Mail Safebox Products through the credit facility. A Customer who applies for a credit facility with Royal Mail shall be credit checked by Royal Mail reserves the right to refuse a credit facility to a customer who does not have a satisfactory credit rating.

The following conditions will apply to purchases on credit:

- (a) No Customer may use or purport to use a credit facility to purchase Royal Mail Safebox Products until the customer has an account number and access to ordering facilities;
 - (b) The customer shall pay Royal Mail the full price of the Royal Mail Safebox Products ordered (without making deductions or withholdings of any kind) within 30 days of the date of the invoice for the Royal Mail Safebox Products ordered.
 - (c) Royal Mail shall be entitled to charge interest of 4% over the base lending rate of The Royal Bank of Scotland plc on any amounts owing beyond the due date;
 - (d) the terms on which credit is granted may be varied by Royal Mail in writing to the Customer at any time;
 - (e) title to the Royal Mail Safebox Products shall remain with Royal Mail and shall not pass to the Customer until payment for them in full has been received by Royal Mail. Notwithstanding this Clause 4(e), risk in the Royal Mail Safebox Products shall pass upon delivery to the Customer.
 - (f) a Customer shall be entitled to a credit account if they already have a credit facility with Royal Mail;
 - (g) in the event of an administrative mistake in the amount of an invoice, the Customer must, within seven days of the date of the invoice, tell Royal Mail, and give Royal Mail all relevant information to support their claim. If Royal Mail agrees with the Customer, Royal Mail will make an adjustment to the Customer's invoice as necessary
5. Orders received before 1pm will be dispatched by Royal Mail Special Delivery Guaranteed® 24 hour service for delivery on the next working day to most parts of the UK.

6. If for any reason the Customer wishes to return the Royal Mail Safebox Products, the Customer must notify Royal Mail at 03457 782 677 within 14 days to obtain return instructions. Royal Mail Safebox Products returned to Royal Mail must be in good condition, intact and a complete set of 48 or 12, depending on the volume the Customer purchased.

7. If an order is found to be defective or damaged on delivery the Customer must notify Royal Mail at 03457 782 677 immediately to obtain return instructions which will need to be completed within 14 days. Royal Mail will either replace the Royal Mail Safebox Product free of charge or arrange a credit of any monies prepaid within 28 days of receipt of the damaged or defective items. No further compensation, however shall be payable.

If any returned Royal Mail Safebox Product fails to reach Royal Mail, the Customer will be required to show suitable proof of despatch before the Royal Mail Safebox Products are exchanged or a credit arranged.

All items should be returned to Royal Mail, FREEPOST, SC05731, EDINBURGH, EH12 9PG. Royal Mail will either replace the Royal Mail Safebox Product free of charge or refund any monies prepaid within 30 days of receipt of such written notice. No further compensation however shall be payable. If any returned Royal Mail Safebox Product fails to reach the Royal Mail, the Customer will be required to show suitable proof of despatch before the Royal Mail Safebox Products are exchanged or before obtaining a refund. A certificate of posting which can be obtained free of charge from a post office counter at the time of posting shall be suitable for proof of dispatch.

General Terms and Conditions

1. ROYAL MAIL SAFEBOX and ROYAL MAIL SAFE BOX are registered trade marks of Royal Mail Group Ltd. SAFEBOX, SAFE BOX and the Royal Mail Safebox logo are trade marks of Royal Mail Group Ltd. The customer shall not in any part of the world use or seek to register as a trade mark or as a business name or corporate name any mark or name which may be confused with any of the above trade marks. A patent for the Royal Mail Safebox Products has been applied for by Royal Mail Group Ltd.
2. Royal Mail shall not be liable for any failure to perform or delay in the performance of its obligations under these terms and conditions where such failure results from a circumstances beyond its control, including but not limited to any fire, flood, explosion, accident, adverse weather conditions, traffic congestion, mechanical breakdown, obstruction of any public or private highway, riot, Government act, acts of war, any act of God or from any industrial dispute (including but not limited to strike).
3. These terms and conditions and the transactions arising under them shall be deemed to have been made in England and shall be subject to English law. Royal Mail and the Customer submit to the exclusive jurisdiction of The English Courts

Royal Mail
21 South Gyle Crescent
Edinburgh
EH12 9PB
Fax: 0191 512 3463
Phone: 03457 782 677

Definitions

In these Terms and Conditions:

"Royal Mail" means Royal Mail Group Ltd. A company registered in England and Wales, with a company number 4138203 whose registered office is at 100 Victoria Embankment, London, EC4Y 0HQ.

"Customer" means any person who is a Qualified medical practitioner, registered dental practitioner, veterinary surgeon, registered nurse, recognised laboratory or institution and who either submits an order for Royal Mail Safebox Products or has received and wishes to use a Royal Mail Safebox Product.

"Diagnostic Specimens" means any human or animal material including, but not limited to excreta, secreta, blood and its components, tissue and tissue fluids being transported for diagnostic or investigational purposes, but excluding live infected animals as defined in Air Navigation (Dangerous Goods) Regulations 2019, The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 and the Merchant Shipping (Dangerous Goods and Marine Pollutants) Regulations 1997.

"Infectious Substance" means any specimen taken from a recipient or animal that has or may have a serious human or animal disease which can be readily transmitted from one individual to another, directly or indirectly and for which effective treatment and preventative measures are not usually available and any substance known to contain, or reasonably expected to contain, pathogens that are capable of spreading disease when exposure to them occurs, as defined in Air Navigation (Dangerous Goods) Regulations 2019, The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 and the Merchant Shipping (Dangerous Goods and Marine Pollutants) Regulations 1997.

"Person" shall include references to individuals, bodies, corporate (wherever incorporated), unincorporated associations and partnerships.

"Royal Mail" is a trading name of Royal Mail Group Ltd.

"Royal Mail Safebox order form" means Royal Mail's standard order form of Royal Mail Safebox as set out overleaf.

"Royal Mail Safebox Product" means an item listed on a Royal Mail Safebox order form or otherwise notified to the Customer as being offered for sale subject to these terms and conditions

"Terms and conditions" mean the terms and conditions for use of the Royal Mail Safebox Product, terms and conditions for the ordering of Royal Mail Safebox Product and the General Terms and Conditions.

"Working day" means Monday to Friday excluding public bank holidays and, accordingly, "working hours" means 8.00am to 6.00pm on working days.

"Year" means a twelve month period commencing on 1 January in any given year and ending on 31 December inclusive

Terms and Conditions for use of the Royal Mail Safebox Product
These terms and Conditions shall apply when the Customer uses the Royal Mail Safebox Product:

1. The Customer shall use a Royal Mail Safebox Product for Diagnostic Specimens only.
2. The Customer shall not use a Royal Mail Safebox Product for any specimen which is not a Diagnostic Specimen as defined above nor for any Infectious Substance.
3. If the Customer wishes to pass any Royal Mail Safebox Product to any member of the public for them to use to transport a Diagnostic Specimen, the Customer shall not do so until it has demonstrated the assembly of the Royal Mail Safebox Product and has explained in full these terms and conditions.
4. The Customer shall ensure that:
 - (a) it complies in full with the assembly instructions set out on the reverse of the label which appears on the front of the Royal Mail Safebox Product;
 - (b) all Diagnostic Specimens are correctly and securely placed in the Royal Mail Safebox Product;
 - (c) every Royal Mail Safebox Product is properly and securely locked before the Customer dispatches it; and
 - (d) it completes the names and addresses of the Consignor and Consignee on the labels on the Royal Mail Safebox Product
5. The Customer shall not re-use a Royal Mail Safebox Product. Royal Mail Group reserves the right to refer any Customer who reuses a Royal Mail Safebox Product to either the Health & Safety Executive, the Civil Aviation Authority or the Maritime and Coastguard Agency.
6. Royal Mail Shall not accept liability for damage sustained to any property or premises arising from improper use of Royal Mail Safebox Products. The Customer shall indemnify Royal Mail against any claims which may be brought in respect to any such damage.
7. For the avoidance of doubt, neither Royal Mail nor the Customer exclude liability for death or personal injury to the extent caused by their negligence.
8. All postings of Royal Mail Safebox Products are provided pursuant to the Inland Letter Post Scheme 2000 or any Scheme made in substitution of it under Section 89 of the Postal Services Act 2000.

