

May 6th, 2020

Subject: Icahn School of Medicine at Mount Sinai COVID19 Research Kits

Origin/Destination & Service Details

Origin: Icahn School of Medicine at Mount Sinai- 1 Gustave L. Levy Pl, New York, NY 10029 (USPS will pick up test kits and they will be processed at Morgan NY P&DC)

Delivery Service: USPS Priority Mail using Endicia PC Postage

Volume: 4000 (100-200 daily)

Destination: New York City and New Brunswick, New Jersey (Working in conjunction with Rutgers University)
(Destination Zips provided)

Return Service:

- Endicia PC Postage- Priority Mail
 - o 1 Gustave L. Levy Pl, New York, NY 10029
- Saliva kits to be returned First Class labels from Rutgers University
 - o PO Box 5062 New Brunswick, NJ 08903-9891

Tracking of kits: Customer has a shared MID, sales will be working with them to get a daily log of tracking numbers, for both origin and returns.

Outbound:

- Will be through Endicia PC Postage: Coordinating with Endicia on account creation to create 9D MID for tracking. TIS on standby to assist with completing task through Endicia & NCSC.

Return:

- Icahn School of Medicine at Mount Sinai Return will be Endicia same MID as outbound due to being on the same Endicia account as outbound shipments.
- Rutgers University Return: MID 901841171. Customer already pre-paid for these labels and were printed beforehand and came with packaging when ordered.

Date of Mailing: TBD Early May, 2020.

Why Icahn School of Medicine at Mount Sinai:

The Icahn School of Medicine at Mount Sinai, is an international leader in medical and scientific training, biomedical research, and patient care. They focuses on ideas that often challenge conventional wisdom to revolutionize the practice of medicine and produce dramatically better outcomes for patients. It is also the medical school for the Mount Sinai Health System, which includes eight hospital campuses, and has more than 5,000 faculty and nearly 2,000 students, residents and fellows.

Operational process flow

- Icahn School of Medicine at Mount Sinai will identify participants through various hospitals in the New York City area
- Research Kits will be sent out containing 3 different tests
- 2 of the kits will go into a box with Endicia PC Postage USPS Returns Priority Mail Label going back to Icahn School of Medicine at Mount Sinai
- The 3rd will go into the return box with First Class label provided by Rutgers University partnered with Icahn School of Medicine at Mount Sinai. Rutgers University has the equipment to process these kits provided to Icahn School of Medicine at Mount Sinai

Communications to Date (Area, District, Local)

None at this time, once more information on start date and labs are finalized communication will be sent to local leadership teams.

Task Teams Actions:

Q:Has their packaging been approved, do we have pictures that can be used in SUT?

A:Packaging was approved May 4th, 2020



Q: Will they be including instructions, like Kaiser for packaging and shipping sample?

A: Yes

Q: Please review latest draft SUT, can we provide any additional details?

A: Provided

Q: Do either of the return locations have a caller service?

A: Verifying with local teams

Q: Need more details with origin/destination (Why two places for returns)

A: Rutgers University is their partner for the type of kit provided to the participants. Rutgers University has the equipment to process these samples. The two kits returning to Icahn School of Medicine at Mount Sinai will be processed in house.