



## ***NDPL EMERGENCY INSTRUCTIONS***

### **1. Parent/Client**

- Enroll online at [ndpl.net](http://ndpl.net). Complete the entire process. Within 30 minutes after completion of enrollment you will receive a pre-paid Priority Overnight air bill email from Fed Ex, which you will use in the final step. You will also receive an email to track your package back to NDPL.
- Obtain a small, sterile, leakproof container. A sterile specimen or urine cup is ideal.
- Print out, complete, and affix [this label](#) to container. **Important: failure to complete the label with the correct information may render the unit unusable.**
- Bring labeled container to dentist for extraction.

### **2. Dentist/Provider**

- Confirm that the labeled container is provided for the correct client.
- After extraction, to reduce the presence of bacteria, an antiseptic rinse of the teeth is recommended.
- Place the extracted tooth/teeth into the container. If the tooth/teeth break during extraction, place all the parts (pulp, crown, root, etc.) in the container.
- Add enough **sterile saline**, or similar sterile buffer solution, to submerge the tooth/teeth/parts.
- Close the container and ensure a good seal. Place container inside sealable plastic bag (biohazard bag or Ziploc bag for example).

### **3. Parent/Client**

- With your sealed container and Fed Ex email from the first step, go to the nearest staffed Fed Ex Location. **Important: make every attempt to reach the local Fed Ex location by their last pickup time. That will greatly increase the chances of us receiving your kit the following morning.**
- Have them print out the Fed Ex air bill that you were emailed in the first step. Purchase appropriately sized box from Fed Ex, add padding, place the leakproof container with padding into box. Seal box, and place box in a **Fed Ex Clinical Pak**. (picture of Clinical Pak below). Have Fed Ex representative affix the printed air bill onto the Fed Ex Clinical Pak and clear for shipping.