SAMPLE SHIPMENT PROTOCOL

Supply List

* Styrofoam cooler
* Cardboard box
* Dry ice
* Shipping tape
* Biohazard, dry ice, and UN3373 stickers
* FedEx label
* Exam gloves
* Specimen
* Discuss with Ken and Mindy before pulling any samples. After you have a clear understanding of what samples need to be pulled you can begin gathering the samples from the biobank.
* Once samples are pulled, store in empty slot in liquid nitrogen tank until it is time to ship.
* The day of the shipment create a FedEx label. Some key information you need to know:
  + shipping information of the recipient
  + dimensions of the box
  + an estimation of the weight of the box with dry ice and samples
  + service type: priority overnight
  + special services: dry ice
    - include an estimation of the weight of dry ice used
  + pickup/drop-off: use already scheduled pickup at my location
  + shipment notifications: include recipients email to get shipped and delivery notifications
* Wait to pack samples towards the end of the day to minimize time samples are in dry ice. Place the samples on top of dry ice and then pour dry ice over top of the samples. Fill styrofoam cooler full of dry ice and then place cooler in box.
* Put the FedEx label on the side of package. In addition, on the other side include biohazard, dry ice, and UN3373 stickers.
* Before leaving for the day, take the package down to the ground floor and place it in front of the FedEx pickup spot (on the left when you get off elevator).
* Make sure to send an excel file to the recipient that links the specimen number with the specimen type and the hashcode.
* Check with Ken/Mindy if the excel file should also include the deidentified clinical data (some recipients may want a blind study)