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|  | Document Type: Standard Operating Procedure (SOP) – Region Specific | Effective Date: May 2024 |
| | Department: Victor Phillip Dahdaleh Heart & Lung Research Institute (VPD- HLRI) | Review Date: May 2025 Version: 1.0 Supersedes Version: N/A |
| | Document Title: Managing FedEx Biological Samples | |

PPE:

- Lab Gloves
- Lab Goggles
- Cryogenic Gloves (if applicable)
- Cryogenic Apron (if applicable)

OBJECTIVE:

The objective of this procedure is to provide clear instructions for both the Scientists (end-users) and the Shippers (Goods In/Building Services Team) how to ship samples on dry-ice, liquid nitrogen, ice packs or at ambient room temperature using FedEx once the samples have been prepared by the end-user.


This SOP **DOES NOT** cover shipment of toxic chemical, bio-hazardous materials or radioactive materials.

DEFINITIONS:

- In this document the terms must, shall and will are intended to infer and impart a specific duty to comply with the intent and spirit of the document.
- The term “end-user” is used to refer to a VPD-HLRI employee who wishes to send a Biological shipment.
- The term “Shipper” refers to the personal in Goods In who arranges the Biological shipments on the FedEx Account.
- The term “dry-ice” refers to carbon dioxide in its solid, frozen state.
- The term “ice-pack” refers to the blue ice packs commonly used in packages to maintain a temperature several degrees above freezing.
- The term “dry shipper” refers to a liquid nitrogen sample vessel commonly used for transporting samples at cryogenic temperature, e.g., protein crystals for analysis.

SAFETY PRECAUTIONS:

- Biological samples should always be processed and packaged in the laboratory before being transported to the Ground Floor Goods In Store to avoid possible contamination.
- Please ensure you have read and understood the Biological Shipment Risk Assessment.

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- Appropriate PPE should be worn and care taken when handling dry-ice, as dry-ice can result in cryogenic burns.
- Appropriate PPE should be worn and care taken when handling liquid nitrogen as liquid nitrogen can result in cryogenic burns or asphyxiation if not used correctly. Please ensure you have read and understood the Working with Cryogenics Risk Assessment and SOP if working with liquid nitrogen.

PROCEDURE – INSTRUCTIONS FOR END USERS:


Packaging

- All biological samples should be packed in boxes to protect them in transit and should be packed by the end-user.
- For room temperature shipments, FedEx boxes, DHL boxes or other small boxes can be used.
- Shipments on dry-ice or ice-packs should always be in polystyrene boxes.
- Boxes, ice-packs and bubble wrap needed to be provided by the end users.
- The boxes should NOT be sealed.
- For information on preparing dry shippers, see Working with Cryogenics SOP.

Shipping Ticket

- For each biological shipment, please complete the “VPD-HLRI FedEx Shipment form” via the following link <https://forms.office.com/e/a7cRuAkf0s?origin=lprLink>
- Please also leave a printed copy of the completed ticket with the parcel.

Room Temperature, Dry-Ice and Ice-Pack Shipments

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- All Biological shipments except for dry shippers should be taken to the 0.R008 Goods In Store (with a printed copy of the Shipping ticket) by **11AM (MON-THURS)** at the latest for shipment that day.
- There are no Biological shipments on a Friday.

Dry Shippers

- For dry shippers, once you have received the shipping documentation from the shipper, attach the documentation to the dry shipper and leave the dry shipper in 0.R005 Cryogenic Store by **11AM (MON – THURS)**. The dry shipper weight is 20 kg for the shipment form.
- There are no dry shipper collections on a Friday.

Letters


- If letters are to be sent by FedEx, please complete the “VPD-HLRI FedEx Shipment form” via the following link <https://forms.office.com/e/a7cRuAkf0s?origin=lpLink>
- Take the letter to Goods In Store with a printed copy of the completed ticket.

PROCEDURE – INSTRUCTIONS FOR SHIPPERS (GOODS IN):

For all shipments, the Shipping ticket is not sent with the biological shipment. The shipper should retain the completed shipping ticket, along with a copy of the courier’s shipment receipt for one year.

Room Temperature, Dry-Ice and Ice-Pack Shipments

- FedEx usually arrive to collect parcels between **12PM to 4PM**.
- Shipments should be arranged online, relevant paperwork printed off and attached to parcel.
- Attach any other relevant information/labels to the parcel, e.g.:
 - Dry-ice label

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- Penguin ice pack label for shipments with ice-packs.
- UN3373 label for category B infectious substances that do not cause harm to animals or humans
- UN3245 label for GMO's
- Yellow Dry shipper label
- Parcels should be sealed and then taken to 0.R008 Goods In Store in good time for collection. Scientists have been instructed to bring parcels to the Goods In Store by 11AM at the latest for collection the same day.

Dry Shippers

Arrange shipment online, print off relevant paperwork, place in appropriate document wallet and give directly to the end-user. The end-user places the paperwork with the dry shipper and puts the dry shipper in the Cryogenics Store for collection. The dry shipper weight is 20 kg.

Letters

If letters are to be sent by FedEx, the shipment should be arranged online, relevant paperwork printed off and attached to letter. The letter will then be kept on the shelf in the Goods In Store for FedEx collection between **12PM – 4PM**.

8.3 PAYING FOR COURIERS

Scientists should supply their cost centre on the Shipping ticket. This information is entered as the 'shipper's reference'. FedEx invoices are sent straight through to the Finance Team, who cross-charge individual cost centres.


FedEx shipments can alternatively be sent using the recipients account – this should be indicated by the scientist on the Shipping ticket, and this can be declared in the FedEx online tools.

REMINDERS:

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CONTROL MEASURES:

- Goods In staff **DO NOT** accept parcels that haven't been packaged correctly.

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- A Shipping Ticket **MUST** be completed by end user using the online Microsoft Teams form before dropping off at Goods In.
- FedEx parcel **drop off time 11AM** Mon to Thurs. Not Fridays!
- **FedEx parcels collected between 12PM and 4PM.**

| Signature | Name (print) | Date |
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