



MarkVCID Shipping Human Biospecimens Guideline

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MarkVCID Shipping Human Biospecimens Guideline v 2/12/20

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1. Purpose

The purpose of this document is to provide guidelines for the shipping of MarkVCID biological specimens.

2. Scope

The policies and procedures described in this document pertain to all MarkVCID Consortium members who will be responsible for shipping biological specimens.

3. Procedures

3.1. Trainings

All staff who ship biosamples must maintain current training and certification in the shipping and handling of biological specimens as mandated by their institution.

All site staff who receive and process samples, print labels, scan and input information into the MarkVCID virtual repository must complete the virtual biorepository training. (https://markvcid.partners.org/4-virtual-biorepository-training)

3.2. Shipping Requirements

Human samples fall under Category B "Infectious Substances."

Please follow the instructions for Processing Shipped Samples in the Biorepository Training Manual.

3.3. Shipping and Handling Overview

- 1. Remove samples from -80 and place on dry ice
- 2. Wrap each tube with parafilm
- 3. Place samples in tube boxes and keep on dry ice
- 4. Label boxes accordingly
- 5. Place boxes in a leak proof biohazard sample bag
- 6. Fill the cooler with dry ice completely
- 7. Attach a printed, itemized list of the included samples to the top of the cooler with 24-hour contact name and number
- 8. Do NOT air-seal the outer box. CO2 must be allowed to vent.
- 9. Place a shipment request with FedEx following guidelines below
- 10. Place shipping label on the top of the box with both the UN3373 Biological Substance, Category B and UN 1845 Dry ice and weight labels

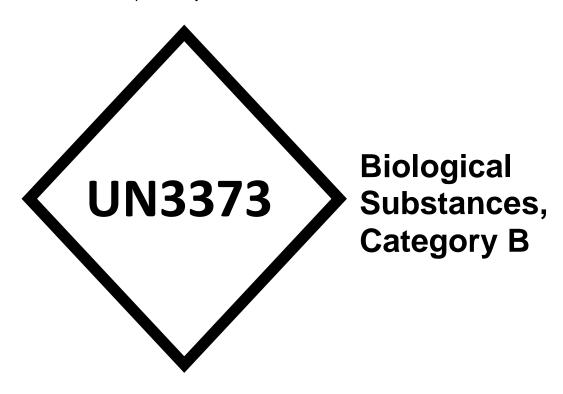
3.4. Shipping and Handling Details

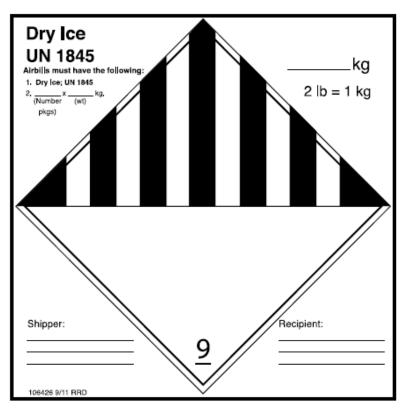
3.4.1. Packaging Specimens

- 1. Put specimen in leak-proof primary container (cryovials for plasma/serum/CSF: DWK W985874) and wrap individually (screw cap lid with parafilm around seal)
- Use absorbent material sufficient to absorb entire contents of primary container (VWR 82028-018)
- 3. Use a leak proof secondary container Leak proof Biohazard sample bag (VWR 11215-682)
- 4. Use a corrugated box around Styrofoam cooler
- 5. Include a manifest of items using the template under Section 4.2.
 - 1. Print, place in a plastic sheet protector, and place the manifest between the secondary and outer container.
 - 2. Email a digital copy of the manifest to the recipient and coordinating center.
 - 3. Store a local copy electronically for your site's records.
 - 4. Make sure to include a 24hr contact name and number.

3.4.2. Labeling Outer Container

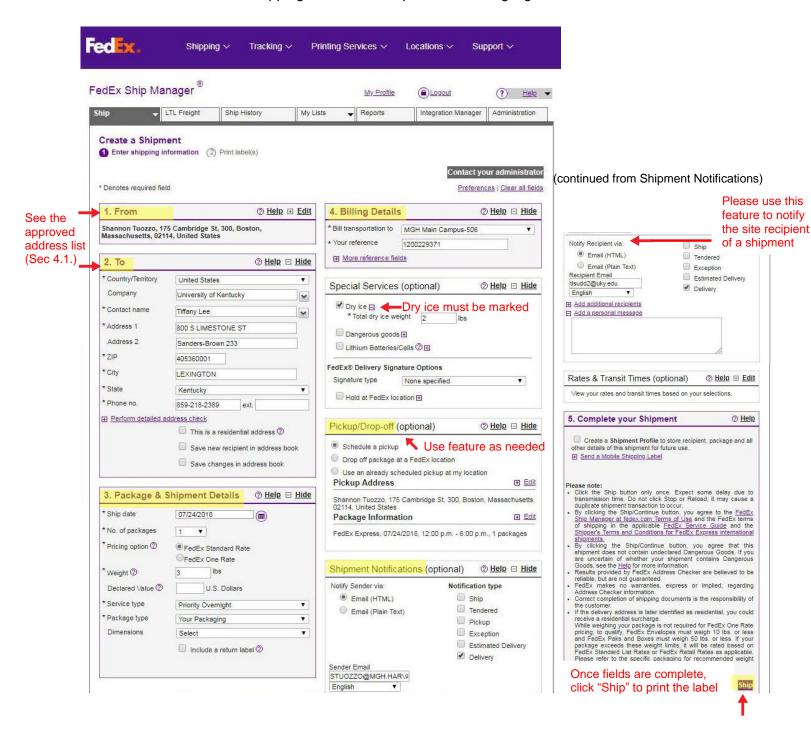
- 1. Include two labels in each package. The site packaging supplier will provide the following:
 - o UN3373 label with adjacent statement "Biological Substance, Category B"
 - Completed Dry Ice UN 1845 label



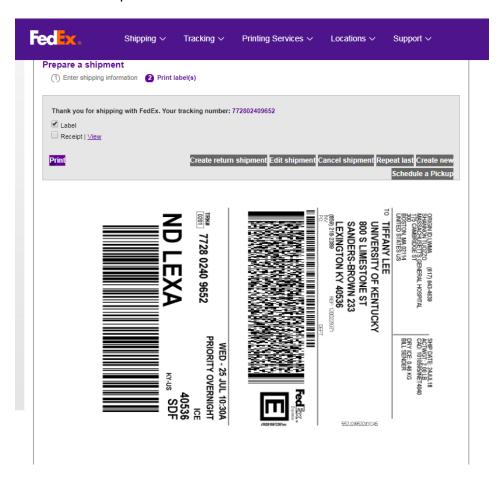


3.4.3. Shipping Label

- 1. Login to <u>FedEx</u>. Request the login and password from the coordinating center. Note you must be the designated MarkVCID site representative to use this account.
- 2. Click on Shipping > Create a Shipment > Edit highlighted fields in EXAMPLE:



3. Once the form is submitted, the website will create a printable label. See example below:



- 4. Verify the information is correct and print the label
- 5. Keep a receipt of your shipment
- 6. Attach the shipping label to the package and ensure the required UN3373 and Dry Ice labels are also attached (see labels in Section 3.4.2.). Add information to the Dry Ice label as appropriate
- 7. Track your shipment as needed through the FedEx online tracker
- 8. If you cannot access the online FedEx label generator, please contact the coordinating center project manager.

4. Attachments

4.1. Approved Site Addresses

For the recipient's name and contact information, click here: https://markvcid.partners.org/7-shipping-biospecimens-approved-addresses

4.2. Template Manifest



Biosample Template Manifest

www.markvcid.org

- 1. Enter the information below for each item.
- 2. Print, place in a plastic sheet protector, and include in each shipment.
- 3. Email a digital copy of the manifest to the recipient and coordinating center.
- 4. Store a local copy electronically for your site's records.

SITE ID#	·—
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Items included in this shipment:

Shipment Date	Subject ID	Vial ID	Sample Type	Sample Volume

Phone #:	Shipping site's 24-hour contact: _	
Phone #·		
- HOHO // I	Phone #:	