



National Institutes of Health

National Institute of Neurological Disorders and Stroke
National Institute on Aging

MarkVCID Shipping Human Biospecimens Guideline

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MarkVCID Consortium
www.markvcid.org

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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)
2. 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:
 - UN3373 label with adjacent statement “Biological Substance, Category B”
 - Completed Dry Ice UN 1845 label



**Biological
Substances,
Category B**

A rectangular shipping label form for Dry Ice UN 1845. The top half features a triangular hazard label with vertical black and white stripes. The text on the form includes:

Dry Ice
UN 1845
Airbills must have the following:
1. Dry Ice; UN 1845
2. _____ x _____ kg.
(Number (wt) pkgs)

_____ kg
2 lb = 1 kg

Shipper: _____

Recipient: _____

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3.4.3. Shipping Label

1. Login to [FedEx](#). 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:

See the approved address list (Sec 4.1.)

1. From [Help](#) [Edit](#)
Shannon Tuozzo, 175 Cambridge St, 300, Boston, Massachusetts, 02114, United States

2. To [Help](#) [Hide](#)
* Country/Territory: United States
Company: University of Kentucky
* Contact name: Tiffany Lee
* Address 1: 800 S LIMESTONE ST
Address 2: Sanders-Brown 233
* ZIP: 405360001
* City: LEXINGTON
* State: Kentucky
* Phone no.: 859-218-2389 ext.

3. Package & Shipment Details [Help](#) [Hide](#)
* Ship date: 07/24/2018 [m](#)
* No. of packages: 1
* Pricing option: FedEx Standard Rate FedEx One Rate
* Weight: 3 lbs
Declared Value: U.S. Dollars
* Service type: Priority Overnight
* Package type: Your Packaging
Dimensions: Select
 Include a return label

4. Billing Details [Help](#) [Hide](#)
* Bill transportation to: MGH Main Campus-506
* Your reference: 1200229371
[More reference fields](#)

Special Services (optional) [Help](#) [Hide](#)
 Dry ice [Dry ice must be marked](#)
* Total dry ice weight: 2 lbs
 Dangerous goods
 Lithium Batteries/Cells

FedEx® Delivery Signature Options
Signature type: None specified
 Hold at FedEx location

Pickup/Drop-off (optional) [Help](#) [Hide](#)
 Schedule a pickup [Use feature as needed](#)
 Drop off package at a FedEx location
 Use an already scheduled pickup at my location
Pickup Address [Edit](#)
Shannon Tuozzo, 175 Cambridge St, 300, Boston, Massachusetts, 02114, United States
Package Information [Edit](#)
FedEx Express, 07/24/2018, 12:00 p.m. - 6:00 p.m., 1 packages

Shipment Notifications (optional) [Help](#) [Hide](#)
Notify Sender via:
 Email (HTML)
 Email (Plain Text)
Notification type:
 Ship
 Tendered
 Pickup
 Exception
 Estimated Delivery
 Delivery
Sender Email: STUOZZO@MGH.HARV
English

(continued from Shipment Notifications)

Please use this feature to notify the site recipient of a shipment

Notify Recipient via: [Ship](#)
 Email (HTML) Tendered
 Email (Plain Text) Exception
Recipient Email: Estimated Delivery
English Delivery
[Add additional recipients](#)
[Add a personal message](#)

Rates & Transit Times (optional) [Help](#) [Edit](#)
View your rates and transit times based on your selections.

5. Complete your Shipment [Help](#)
 Create a Shipment Profile to store recipient, package and all other details of this shipment for future use.
[Send a Mobile Shipping Label](#)

Please note:

- Click the Ship button only once. Expect some delay due to transmission time. Do not click Stop or Reload; it may cause a duplicate shipment transaction to occur.
- By clicking the Ship/Continue button, you agree to the [FedEx Ship Manager at fedex.com Terms of Use](#) and the FedEx terms of shipping in the applicable [FedEx Service Guide](#) and the [Shipper's Terms and Conditions for FedEx Express International shipments](#).
- By clicking the Ship/Continue button, you agree that this shipment does not contain undeclared Dangerous Goods. If you are uncertain of whether your shipment contains Dangerous Goods, see the [Help](#) for more information.
- Results provided by FedEx Address Checker are believed to be reliable, but are not guaranteed.
- FedEx makes no warranties, express or implied, regarding Address Checker information.
- Correct completion of shipping documents is the responsibility of the customer.
- If the delivery address is later identified as residential, you could receive a residential surcharge.

While weighing your package is not required for FedEx One Rate pricing, to qualify, FedEx Envelopes must weigh 10 lbs. or less and FedEx Paks and Boxes must weigh 50 lbs. or less. If your package exceeds these weight limits, it will be rated based on FedEx Standard List Rates or FedEx Retail Rates as applicable. Please refer to the specific packaging for recommended weight

Once fields are complete, click "Ship" to print the label



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

Thank you for shipping with FedEx. Your tracking number: 772802409652

Label
 Receipt | [View](#)

[Print](#) [Create return shipment](#) [Edit shipment](#) [Cancel shipment](#) [Repeat last](#) [Create new](#)
[Schedule a Pickup](#)

TO
TIFFANY LEE
UNIVERSITY OF KENTUCKY
800 S LIMESTONE ST
SANDERS-BROWN 233
LEXINGTON KY 40536

ORIGIN: UNMA (017) 643-4639
 SHANNON TUZZO
 MASSACHUSETTS GENERAL HOSPITAL
 300 CAMBRIDGE ST
 BOSTON MA 02114

SHIP DATE: MAIL 18
 ACTWGT: 2.00 LB
 CAD: 010655N1E7400
 DRY ICE: 0.49 KG
 BILL SENDER

TRK# 7728 0240 9652
 WED - 25 JUL 10:30A
 PRIORITY OVERNIGHT
 ICE
 KY-US
 SDF
 40536

ND LEXA

5522495320DC46

- Verify the information is correct and print the label
- Keep a receipt of your shipment
- 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
- Track your shipment as needed through the FedEx online tracker
- 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

Shipping site's 24-hour contact: _____

Phone #: _____