

Sample Packaging and Shipment to Coriell

Frozen Shipments may include the following

- Frozen vacutainer tubes (EDTA, PAXgene, etc.)
- Frozen aliquots of biofluids (i.e. plasma, serum, CSF etc.) contained in 2ml cryotubes
- Frozen biofluids in larger containers (i.e. 15 ml or 50 ml conical tubes)

IMPORTANT!

**FROZEN SHIPMENTS MUST BE SCHEDULED FOR DELIVERY AT CORIELL
TUESDAY THROUGH THURSDAY**

Include no more than TWO packing envelopers per shipping container.

- Confirm with an NINDS Repository Project Manager (ninds@coriell.org) regarding study-specific shipping instructions prior to packaging any materials

Sample Packaging and Shipment Instructions

1. Contact FedEx to confirm service is available and schedule package to be picked up.
2. Notify the NINDS Repository at Coriell of shipment by emailing ninds@coriell.org (preferred) or faxing (856) 966-5067 a copy of the completed Sample Record Summary and Shipment Notification Form.
- **Frozen Vacutainer Tubes**
3. Insert all frozen vacutainer tubes into bubble-wrap slots.
4. Place bubble-wrapped tubes into the clear plastic biohazard bag (do NOT remove the absorbent material found in the bag) and seal according to the instructions on the bag. Insert this into the white Tyvek biohazard envelope and seal according to the instructions on the envelope.
5. Place the envelope upright in the provided Styrofoam-lined shipping carton, as shown below:



➤ **Frozen Aliquots (2 ml cryotubes)**

6. Place all frozen aliquots (2ml cryotubes) in the provided cardboard cryobox.
7. Place the cryobox in the clear plastic biohazard bag (do NOT remove the absorbent material found in the bag) and seal according to the instructions on the bag. Insert this into the 2nd white Tyvek biohazard envelope and seal according to the instructions on the envelope.
8. Place both envelopes upright and side-by-side in the provided Styrofoam-lined shipping carton, as shown below:



9. **FILL** the remaining space in the shipping carton with approximately 10 lbs of dry ice, ensuring ice surrounds the envelope(s) and reaches the top of the carton, as shown below:



10. Place the completed Sample Record Summary and Shipment Notification Form in the

package, replace the lid on the Styrofoam carton, and close and seal the outer cardboard shipping carton with packing tape.

IMPORTANT!

Complete the required fields on the FedEx air waybill and Class 9 Dry Ice label, or FedEx may reject or return your package.

11. Complete the FedEx air waybill with the following information
 - a. Section 1, "From": fill in your name, address and phone number
 - b. Section 6a, "Special Handling": under "Does this shipment contain dangerous goods?" check the boxes for "Yes, Shipper's Declaration not required" and "Dry Ice". Enter the number of packages (1) x the net weight of dry ice in kg.
12. Complete the Class 9 UN 1845 Dry Ice label (black and white diamond) with the following information:
 - a. Your name and return address
 - b. Net weight of dry ice in kg
 - c. Consignee name and address: Coriell Institute, 403 Haddon Ave, Camden, NJ 08103
 - d. Do not cover any part of this label with other stickers, including pre-printed address labels.
13. Apply all provided warning labels and the completed FedEx air waybill to outside of package, taking care not to overlap labels.
14. Complete "**USDA International Declaration Letter Template Human Biospecimens**" (See **Appendix B**). This form is required for samples to pass through US Customs. If not completed and attached, your shipment may be delayed or returned.
 - a. Copy the entire template onto your institution's letterhead paper.
 - b. Please enter the total number of Vacutainers on the sheet and also sign the form.
 - c. This **must** be placed on the outside of the package and should be in the same pouch as the air waybill.
15. Hold packaged samples in the -80⁰C freezer until time of FedEx pick-up/drop-off.