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Author of latest version:

Authorizer: Christopher Moskaluk, LCBRN Principal Investigator

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Purpose

To package and ship samples to the LCBRN Coordinating Center.

Responsibility

Personnel associated with the LCBRN Biospecimen Resource Sites who are currently certified to ship biological substances in accordance with DOT/ IATA regulations are responsible for preparing and shipping samples to the LCBRN Coordinating Site.

Equipment

1. SAFTPAK (STP 309) Cardboard shipping box with insulated container

2. 95kPa compliant specimen transport bag with absorbent material

3. Shipping labels (Hazard Class 9 label; UN 1845, Dry Ice label; UN 3373 Biological Substance Category B label, Orientation arrows)

4. Dry Ice (5 - 10 lbs or 2.25 - 4.5 kg)

5. Padded mailer

Procedure

1. Layer insulated container with dry ice. Place samples/cryovial boxes into specimen transport bag, seal securely, and place on dry ice in insulated container.

2. Fill remainder of container with dry ice until all samples are completely covered. Use packing peanuts, newspaper, or other packing materials to minimize the volume of air space. Place the foam lid on the insulated container being careful not to seal it completely so that carbon dioxide gas can vent.

3. Place the insulated container in the outer cardboard shipping box and seal it with shipping tape.

4. Mark the outer box with the following required labels/information:

* UN 1845, Dry Ice label with net weight of dry ice in kilograms
* Hazard class 9 label
* UN 3373 diamond label in close proximity to “Biological Substance, Category B”
* Shipper’s name, address, and phone number
* Consignee’s name, address, and phone number
* 2 Orientation arrows for shipping liquids placed on opposite sides of the shipping box

5. Ambient temperature samples (formalin fixed paraffin embedded blocks) should be placed in a padded envelope to be shipped separately from the frozen samples.

6. Arrangements should be made for Federal Express pick-up according to the usual institutional procedure. All samples should be shipped to the address below by FEDEX Priority Overnight.

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Ship specimens on Monday – Wednesday only to avoid thawing due to any unforeseen delivery delays at the end of the week. Please contact Rebecca by phone or email the day of the shipment to notify her of its pending arrival and to provide a FEDEX tracking number.

Biological Substance, Category B

 

 

 

Shipper’s name, address & phone #

**Change History**

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| --- | --- | --- | --- |
| Version # | Significant change(s) | Author | Effective Date |
| 1 |  | R. Blackwell | 12/1/2010 |