Specimen Shipment Log

Purpose: To record information about contents of specimen shipment and receipt of specimens at central repository, Thermo Fisher Scientific, Washington Avenue, Rockville, MD 20852, Phone (301) 881-2046.

When: Monthly. Ship on Monday, Tuesday, or Wednesday. Avoid shipments 2 days prior to a weekend or holiday.

By whom: Clinic coordinator or laboratory personnel responsible for shipping.

Instructions to shipper:

Complete one Specimen Shipment Log for every shipment of specimens sent to central repository (Thermo Fisher Scientific).

Each shipment should contain specimens for not more than 3 patients.

Clinic coordinator/laboratory personnel should record Federal Express airbill number at top of page 2, and record date and number of specimens shipped.

Insert a copy of the Specimen Shipment Log on top of the styrofoam box (**Do not place the log inside of box with the dry ice**).

Close and seal the cardboard box.

Limit number of boxes sent to 2 per day.

Fax one copy to the Coordinating Center to the attention of Jacki Smith (410) 955-0932.

Keep original Specimen Shipment Log in files.

All shipments should be sent via Federal Express priority service (next day, AM delivery).

Instructions to repository personnel:

Upon receipt of specimens and verification of shipment accuracy, complete Item g., Receipt Codes in Section C of this form and fax a copy returned to the clinic coordinator.

Receipt codes for Section C, item g, are as follows:

A. No problems noted
B. Dry ice evaporated
C. SS log and contents do not match
E. Contents damaged
F. Mis-labeled aliquots
G. No aliquot labels

D. Box damaged H. Greater than 15 aliquots shipped

I. No bar code on label

Contact the clinic coordinator via telephone immediately if codes, B through I are recorded in Section C, item g. Inform coordinator of the problem and any recommendations to avoid future shipping errors. Record date and name of coordinator contacted in Section E.

Packing instructions:

Check that 1 absorbent pad is in bottom of plastic pressure vessel (with orange cap).

Insert frozen aliquot tubes into white boxes with dividers. Place only one tube into each cardboard cell. By regulation, only 50 mL of material may be shipped in any one shipper (only 4 patient visits). International Air Transport Association regulations state that each tube must be separated and not in contact with other tubes.

Lower cardboard boxes into plastic pressure vessel (with orange cap).

Close the orange screw top cap.

Lower plastic pressure vessel into small ISS-I cardboard box.

Affix infectious substance and address labels on ISS-I cardboard box.

Place 12-14 lbs. (to the top) of dry ice surrounding ISS-I cardboard box.

Place foam lid into top of insulated styrofoam container and close container.

Place a completed copy of this form in shipper box on top of the styrofoam lid.

Secure fiberboard box with packing tape.

Do not write on exterior of box.

Federal Express Airbill Tracking Number: A. Clinic ID and shipment information **B.** Clinic administrative information 1. Clinic ID code: **6.** Signature of person preparing shipment: 2. Sequential shipment number: **3.** Date specimens shipped: 4. Total number of plasma specimens sent (# of plasma aliquots): 5. Total number of leukocyte specimens sent (# of leukocyte aliquots): C. Specimen shipment information Record specified information about aliquots shipped in items 7 thru 10. Indicate number of specimen tube(s) containing plasma and leukocytes. Specimen repository personnel will fill in the Receipt code (column g). b. d. f. a. c. g. Specimen # of # of collection date Receipt codes plasma leukocyte Patient ID# Name code (day-month-year) (all that apply) Visit ID aliquots aliquots 7. 8. 9. 10.

D. Comments (to be completed by clinical center)

E. Comments (to be completed by central repository)