

## 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                | E. Contents damaged                 |
| B. Dry ice evaporated               | F. Mis-labeled aliquots             |
| C. SS log and contents do not match | 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.**

