



NINDS BioFIND SITES: Baseline Visit/Visit 01 Sample Packaging and Shipment to Coriell

BASELINE VISIT/ VISIT 01

- **DNA Yellow Top ACD Blood Tube (AMBIENT SHIPMENT)**
- **Frozen 1ml aliquots of plasma (FROZEN SHIPMENT)**

IMPORTANT!

FROZEN SAMPLES MUST BE SHIPPED MONDAY-WEDNESDAY ONLY!

Include no more than ONE set of samples per packing envelope.

Include no more than TWO packing envelopes per shipping container.

AMBIENT SAMPLES MAY BE SHIPPED MONDAY-FRIDAY (PREFERABLY MONDAY-THURSDAY) PROVIDED THEY ARE RECEIVED AT CORIELL WITHIN 5 DAYS OF COLLECTION

Sample Packaging and Shipment Instructions

1. Contact FedEx to confirm service is available and schedule package to be picked up.
 2. Notify 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.
- **DNA Yellow Top ACD Blood Tube (AMBIENT SHIPMENT)**
3. Insert yellow top ACD tube in the foam-lined plastic box and close securely.
 4. Place the plastic container into the clear plastic bag and seal. Enclose this sealed bag in the cardboard shipping container.
 5. Apply the UN3373 label to the outside of the cardboard container.
 6. Place the cardboard shipping container and the completed Sample Record Summary and Shipment Notification Form in the FedEx Clinical Pak, making sure the UN3373 label is visible through the Clinical Pak, and seal according to the instructions on the envelope.
 7. Complete the “From” portion of the provided FedEx air waybill by filling in your name, address and phone number. FedEx is likely to reject or return your shipment without this information.
 8. Apply completed FedEx air waybill to outside of package and arrange for FedEx pick up.
 9. Ship the sample to Coriell on the day of collection. If sample cannot be shipped the same day as collected, hold at room temperature until shipping can be arranged. Sample must be received at Coriell within 5 days of collection.



➤ **Frozen 1ml aliquots of plasma (FROZEN SHIPMENT)**

10. Place all frozen 1ml aliquots in the provided 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.
11. Place the envelope upright in the provided Styrofoam-lined shipping carton, as shown below:



Up to two envelopes containing samples from one subject each may be shipped in one container if necessary. Please do not include more than two envelopes within the container as this will diminish the space needed for sufficient dry ice. Please do not include more than one subject set of samples per packing envelope.

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



13. 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.

14. Complete the FedEx air waybill with the following info-
 - a. Section 1, "From": fill in your name, address and phone number
 - b. Section 6, "Special Handling and Delivery Signature Options": 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.
15. 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.
16. Apply all provided warning labels and the completed FedEx air waybill to outside of package, taking care not to overlap labels.
17. Hold packaged samples in -80°C freezer until time of FedEx pick-up/drop-off.