



NINDS BioFIND SITES: FINAL VISIT/VISIT 02 PACKAGING AND SHIPMENT TO CORIELL

Final Visit/Visit 02 (FROZEN SHIPMENT)

- Frozen 1ml aliquots of plasma and CSF
- Frozen blood pellets in EDTA tubes
- Frozen PAXgene tubes
- Frozen 0.5ml aliquots of saliva
- Frozen urine in 15 ml conical tubes

IMPORTANT!

FROZEN SAMPLES MUST BE SHIPPED MONDAY-WEDNESDAY ONLY!
Only ONE set of samples may be shipped in a single package.

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.
3. Place all frozen aliquots of plasma and CSF and saliva in the provided cardboard cryobox. Label the outside of the cryobox with the subject ID (four digit number on specimen labels).
4. 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 white Tyvek biohazard envelope and seal according to the instructions on the envelope.
5. Insert PAXgene tubes, Urine tubes and EDTA tubes (containing blood pellets) into the bubble wrap pouch provided.
6. Place bubble-wrapped tubes into the 2nd 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.
7. Place both envelopes upright and side-by-side in the provided Styrofoam-lined shipping carton, as shown below:





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



9. 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.

10. Complete the FedEx air waybill with the following info-
- Section 1, "From": fill in your name, address and phone number
 - 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.
11. Complete the Class 9 UN 1845 Dry Ice label (black and white diamond) with the following info-
- Your name and return address
 - Net weight of dry ice in kg
 - Consignee name and address: Coriell Institute, 403 Haddon Ave, Camden, NJ 08103
 - Do not cover any part of this label with other stickers, including pre-printed address labels.
12. Apply all provided warning labels and the completed FedEx air waybill to outside of package, taking care not to overlap labels.
13. Hold packaged samples in -80°C freezer until time of FedEx pick-up/drop-off.