



The NINDS Repository Blood Collection and Shipping Instructions: Ambient International Shipping

BLOOD COLLECTION, PACKAGING AND AMBIENT SHIPMENT TO CORIELL FROM INTERNATIONAL SITES.

- 1.0 Subject consent forms must be signed before blood draw begins.
- 2.0 Remove the contents from the shipping container.
- 3.0 Draw two (2) 10-ml tubes of blood using the yellow-top Vacutainer tubes containing ACD Solution A for adult subject. Draw two (2) 5-ml tubes of blood using the purple-top Vacutainer tubes containing 15% EDTA for pediatric subject. **KEEP BLOOD AT ROOM TEMPERATURE AT ALL TIMES. DO NOT REFRIGERATE OR FREEZE.**
- 4.0 Assign a subject identification number (subject ID) on each tube immediately after collection of sample. Write the date the sample was collected on the label of the tube.
- 5.0 Insert filled tubes into supplied bubble pouch.
- 6.0 Using the provided SaftPak (STP)-710 (two-bag) secondary pressure vessel system:
 - 6.1 Place the bubble pouch (containing the specimens) into the 2nd clear plastic biohazard bag and seal according to the instruction on the bag. **DO NOT REMOVE THE ABSORBENT MATERIAL FROM THE PACKAGING.**
 - 6.2 Place this sealed bag into the white Tyvek biohazard envelope and seal according to the instructions on the envelope.
 - 6.3 Place packaged samples and the completed NINDS Repository Sample Submission and Shipping Form (including FedEx tracking number) into the Styrofoam-lined shipping container.
 - 6.4 What **NOT** to include: paper CDEs, consent forms, dry ice or ice packs.
- 7.0 **DO NOT PLACE DRY ICE OR REFRIGERANT PACKS IN THE CONTAINER; SHIP THE SPECIMENS AT AMBIENT (ROOM) TEMPERATURE!**
- 8.0 **ANY 'EMPTY CONTAINER' OR PREVIOUSLY USED SHIPPING LABELS FOUND ON THE CONTAINERS MUST BE REMOVED BEFORE SHIPPING SPECIMENS TO THE CORIELL INSTITUTE!**
- 9.0 Place the Styrofoam lid onto the inner container and seal the top of the outer cardboard container with sealing tape (please do not use the flexible adhesive tape).
- 10.0 Attach the following enclosed warning labels to the sides of the cardboard container, taking care not to overlap any of the labels:
 - **DO NOT DELAY BIOLOGICALS**
 - **AVOID HEAT AND COLD**
 - **FRAGILE HANDLE WITH CARE**
 - **UN3373 Biological Substance Category B label**

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- 11.0** Complete “**USDA International Declaration Letter Template Human Blood**” (See Appendix). This form is required for samples to pass through US Customs. If not completed and attached, your shipment may be delayed or returned.
- 11.1 Copy the entire template onto your institution’s letterhead paper.
 - 11.2 Please enter the total number of Vacutainers on the sheet and also sign the form.
 - 11.3 This **must** be placed on the outside of the package and should be in the same pouch as the air waybill and commercial/pro forma invoices.
- 12.0** Complete the Section 1 “From” portion of the FedEx air waybill. If this information is not completed, FedEx is likely to reject/return your package.
- 13.0** Insert:
- 13.1 Completed FedEx air waybill to the pouch on top of the shipping container
 - 13.2 Completed **USDA International Declaration Letter**
 - 13.3 PLEASE MAKE SURE THAT THE ADDRESS LABEL USED BY CORIELL TO SHIP TO YOUR LAB IS COMPLETELY COVERED BY THE NEW AIRBILL POUCH AND MAKE SURE THAT **NONE** OF THE WARNING LABELS ARE COVERED.
- 14.0** Contact FedEx to arrange for pickup of the package and ship FedEx International Priority Express Package Service. **The blood samples MUST be received at Coriell within 5 days of collection.**
- 15.0** Provide the carrier Air Waybill Package Tracking Number.
- 16.0** Notify the NINDS Repository of shipment by emailing NINDS@coriell.org (preferred) or by faxing (856-966-5076) a copy of the completed NINDS Repository Sample Submission & Shipping Form, or list the following information:
- 16.1 Date of shipment
 - 16.2 Number of subjects and tubes enclosed
 - 16.3 Air Waybill Package Tracking Number
- 17.0** Hold packaged samples at room temperature until time for pick-up.



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Appendix USDA International Letter Template Human Blood

Instruction: Please copy the following information onto your institutional letterhead paper, and then follow step 12.0 on this SOP.

Detailed description of material:

Human blood specimens

of glass 10ml Vacutainers _____

of glass 5ml Vacutainers _____

Human material containing no animal material.

Material not obtained from humans that have been exposed to any livestock or poultry disease agent exotic to the United States.

This material is not of tissue culture origin.

Biological Substance, Category B UN3373

NON-INFECTIOUS

For research only

For in vitro use only

Not for plant or animal use

No commercial value

DO NOT REFRIGERATE!

Signature: