



NINDS PDBP SITES: Sample Packaging and Shipment to Coriell

Baseline Shipments Only

- **DNA Yellow Top ACD Blood Tube (AMBIENT SHIPMENT)**

Baseline and Follow-up Shipments

- **Frozen PAXgene Tubes (FROZEN SHIPMENT)**
- **Frozen lavender top whole-blood tube (FROZEN SHIPMENT)**
- **Frozen 1 ml aliquots of plasma (FROZEN SHIPMENT)**
- **Frozen 1 ml aliquots of serum (FROZEN SHIPMENT) - optional**

The following items may be part of frozen shipments

- **Frozen 1 ml aliquots of CSF (FROZEN SHIPMENT)**

IMPORTANT!
FROZEN SAMPLES <u>MUST</u> BE SHIPPED MONDAY-WEDNESDAY ONLY!
Include no more than ONE set of samples per shipping container.
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 THE NINDS REPOSITORY 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 The NINDS Repository at Coriell of shipment by emailing ninds@theNINDSRepository.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; BASELINE ONLY)**
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 The NINDS Repository at 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 The NINDS Repository at Coriell within 5 days of collection.

- **Frozen PAXgene Tubes (FROZEN SHIPMENT)**
- **Frozen lavender top whole-blood tube (FROZEN SHIPMENT)**
- **Frozen 1 ml aliquots of plasma (FROZEN SHIPMENT)**
- **Frozen 1 ml aliquots of serum (FROZEN SHIPMENT) – optional**
- **Frozen 1 ml aliquots of CSF (FROZEN SHIPMENT)**

10. Insert PAXgene tubes, and lavender top whole blood tube into bubble-wrap slots.
11. Place bubble-wrapped tubes into 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.
12. Place the envelope upright in the provided Styrofoam-lined shipping carton, as shown below:



13. Place all frozen 1ml aliquots of plasma, serum (optional), and CSF (if obtained) in the provided cardboard cryobox. Label the outside of the cryobox with the subject ID (eight-digit “ST” number).
14. Place the cryobox in 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.



15. Place both envelopes upright and side-by-side in the provided Styrofoam-lined shipping carton, as shown below:



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



17. 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.

18. 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.



19. 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.

20. Apply all provided warning labels and the completed FedEx air waybill to outside of package, taking care not to overlap labels.

21. Hold packaged samples in -80°C freezer until time of FedEx pick-up/drop-off.