



## SAMPLE DISTRIBUTIONS

### 1 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline procedures for shipping samples to nPOD investigators from the Organ Processing and Pathology Core (OPPC).

### 2 SCOPE

This SOP will be applied to all outbound sample shipments, domestic and international, that are distributed from the OPPC laboratory.

### 3 RESPONSIBILITIES

- 3.1 Managers and supervisors are responsible for making sure that technicians are properly trained and equipment and facility are maintained in good working order.
- 3.2 Laboratory personnel are responsible for reading and understanding this SOP and related documents and to perform these tasks in accordance with the SOPs. They are responsible for following clinical laboratory and tissue banking best practices.

### 4 EQUIPMENT and MATERIALS

The materials, equipment and forms listed in the following list are recommendations only and alternative products as suitable may be substituted for the site specific task or procedure.

Plastic biohazard bag	Ice pack
Packing material	Red biohazard stickers
Styrofoam boxes	Shipping labels and stickers
Cardboard boxes	Slide box
Packing tape	Parafilm
Dry ice	Shipment Letter

### 5 SAFETY

- 5.1 Use universal safety precautions when handling human samples and personal protective equipment (e.g., face mask with shield, gloves, lab coat or apron).

### 6 PROCEDURE

#### General Information

- 6.1 Staff preparing shipments will be trained according to Department of Transportation regulations and undergo training certification.
- 6.2 Prepare shipping labels for the appropriate courier.
  - 6.2.1 Domestic: Prepare a FedEx shipping label using the nPOD account.

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6.2.2 International: Prepare a World Courier shipping label, as well as a hardcopy of a customs invoice form. This form MUST be emailed to World Courier as part of scheduling a shipment.

6.3 Prepare a Shipment Letter to researchers with the following information:

6.3.1 Investigator and lab recipient contact information

6.3.2 Contents of shipment as shipment manifest

6.3.3 nPOD OPPC contact information

6.3.4 The Shipment Letter can be printed from the sample database or from a document template.

6.4 When the package is ready for shipment, the OPPC laboratory manager or designee will:

6.4.1 For domestic shipments, drop off the package at the FedEx pick-up location at the UF Health Science Center loading dock before 3 P.M. or arrange for pickup by FedEx.

6.4.2 For international shipments, schedule a pick-up time by calling World Courier.

6.5 Track shipments via tracking numbers or email notifications, with the nPOD mailbox as one of the email notification addresses.

#### Packaging Outbound Shipments

6.6 Frozen Cryovials (tissue/cells/serum/plasma/DNA)

6.6.1 Verify cryovials are labeled with nPOD CaseID, aliquot number, and sample type (e.g., 6005-01 PanHead). See SOP Case Processing.

6.6.2 Place cryovials inside a biohazard plastic bag (required for liquid samples) or cardboard box.

6.6.2.1 The plastic bag should contain an absorbent pad in case of sample thaw and leakage.

6.6.3 Place an nPOD shipping label, with contact information, on plastic bag or cardboard box.

6.6.4 Place container inside a Styrofoam box filled with dry ice. Completely fill the box with dry ice to minimize effects of sublimation.

6.6.4.1 Use at least 5 lbs. of dry ice.

6.6.5 Place lid on the Styrofoam box and place in a cardboard box (i.e., outer container).

6.6.5.1 For FedEx shipments, tape the Shipment Letter to the researcher to the lid of the Styrofoam box with a red biohazard sticker.

6.6.5.2 NOTE: Do NOT include the nPOD Shipment Letter for shipments using World Courier. World Courier will refill the dry ice, if necessary, and the letter states that none but the intended recipient can open the package.

6.6.6 Close and seal the cardboard box with packing tape and label the box with the following:

6.6.6.1 DRY ICE sticker (with the amount (kg) of dry ice written)

6.6.6.2 KEEP FROZEN sticker

6.6.6.3 EXEMPT HUMAN TISSUES sticker

6.6.6.4 THIS SIDE UP arrow sticker

6.6.6.5 nPOD shipping label sticker

6.6.6.6 Respective courier's shipping label and relevant forms.

6.6.7 Frozen cryovial shipments can also be shipped via liquid nitrogen dry shippers ("cryoshipper"). See SOP Dry Liquid Nitrogen Cryoshipper.

6.7 Unstained OCT Slides

6.7.1 Pack slides inside slide box.

6.7.1.1 Place tissue paper or gauze pads on top of slides to soften any impact.

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- 6.7.1.2 Tape the box with packing tape to avoid inadvertent opening.
- 6.7.1.3 Place an nPOD shipping label on the slide box.
- 6.7.2 Place the slide box inside a plastic bag with a copy of the Service Request Form.
  - 6.7.2.1 Seal the bag and tape closed.
- 6.7.3 Place the plastic bag with slide box inside a Styrofoam box filled with dry ice, as described above in 6.6.4-6.6.6.
  - 6.7.3.1 Also include a FRAGILE sticker to the outside of the cardboard box before shipping.
- 6.8 Unstained Paraffin Slides
  - 6.8.1 Pack slides as described above in 6.7.1.
    - 6.8.1.1 Include a copy of the Service Request Form.
    - 6.8.1.2 Include a copy of the nPOD Shipment Letter.
  - 6.8.2 Place the slide box inside a cardboard box with sufficient packing material.
    - 6.8.2.1 "Sufficient" is determined as enough material to soften impact if dropped from about 3 feet high.
  - 6.8.3 Close the cardboard box with packing tape and label the box with the following:
    - 6.8.3.1 FRAGILE sticker
    - 6.8.3.2 EXEMPT HUMAN TISSUES sticker
    - 6.8.3.3 THIS SIDE UP arrow sticker
    - 6.8.3.4 nPOD shipping label sticker
    - 6.8.3.5 Respective courier's shipping label and relevant forms.
- 6.9 Fresh Tissues in Media
  - 6.9.1 Fill tube with media to avoid air space.
  - 6.9.2 Close the tube completely and seal the conical tube with parafilm.
    - 6.9.2.1 Label the tube with the nPOD CaseID and sample type (e.g., 6005 Spleen).
  - 6.9.3 Place tube(s) inside a biohazard plastic bag with sufficient absorbent material in case of leakage.
    - 6.9.3.1 Affix an nPOD shipping label sticker to the bag.
  - 6.9.4 Place bag with tube(s) inside a Styrofoam box with sufficient packing materials and an ice pack.
  - 6.9.5 Place lid on the Styrofoam box and place in a cardboard box (i.e., outer container).
  - 6.9.6 Tape the nPOD Shipment Letter to the researcher to the lid of the Styrofoam box with a red biohazard sticker.
  - 6.9.7 Close and seal the cardboard box with packing tape and label the box with the following:
    - 6.9.7.1 DO NOT FREEZE sticker
    - 6.9.7.2 EXEMPT HUMAN TISSUES sticker
    - 6.9.7.3 THIS SIDE UP arrow sticker
    - 6.9.7.4 nPOD shipping label sticker
    - 6.9.7.5 Respective courier's shipping label and relevant forms.

## 7 REFERENCES

- 7.1 [Shipping and Transport of Biological Materials](#)
- 7.2 SOP 54 Dry Liquid Nitrogen Cryoshipper
- 7.3 SOP 57 Case Processing

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**8 REVISION HISTORY**

Version	Date	Revision

Prepared by	Maria Martino		
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	Name	Signature	Date