



Shipping and Handling Procedures

1.0 Purpose

1.1 The purpose of this document is to serve as a guide by which donor organs including pancreas, spleen, lymph nodes, and blood samples are shipped to the nPOD Organ Procurement and Pathology Core (OPPC) from National Disease Resource Interchange (NDRI), International Institute for the Advancement of Medicine (IIAM) and Organ Procurement Organizations. It will also serve as a guide for shipping and delivery of samples to nPOD investigators from the OPPC. Staff preparing shipments will be trained according to Department of Transportation regulations and undergo training certification.

2.0 Application/Scope

2.1 This procedure shall be applied to all inbound and outbound samples handled by the nPOD pathology core.

3.0 Definitions and partners

- 3.1 OPPC: Organ Procurement and Pathology Core
- 3.2 NDRI: National Disease Resource Interchange
- 3.3 IIAM: International Institute for the Advancement of Medicine
- 3.4 OPO: Organ Procurement Organization
- 3.5 AirNet: Shipping partner for inbound nPOD organs, samples, and blood
- 3.6 Sterling Courier: Shipping partner for inbound nPOD organs, samples, and blood
- 3.7 FedEx: Shipping partner for outbound nPOD samples
- 3.8 World Courier: International shipping partner for outbound nPOD samples

4.0 Associated SOPs

- 4.1 New Case Protocol
- 4.2. Shipping and Transport of Biological Materials
(<http://www.ehs.ufl.edu/Bio/shipping.htm>)

5.0 Responsibilities for shipments from NDRI, IIAM and OPOs to the OPPC:

- 5.1 NDRI, IIAM or OPO Representatives
 - 5.1.1 The NDRI, IIAM or OPO representative will contact the nPOD program coordinator (PC) at (352) 256-6004 when a new case has been accepted by the nPOD executive director or other nPOD representative. If the

NDRI or IIAM representative cannot reach the PC, they should contact the nPOD OPPC Lab Manager (LM), Maria Fernanda Martino at (352) 870-9102.

5.1.3 The NDRI, IIAM or OPO representative will send an email to npod@pathology.ufl.edu with the AirNet or Sterling Courier tracking number. Using the nPOD AirNet or Sterling Courier account will also ensure that the nPOD mailbox receives notification of the shipment.

5.1.4 NDRI, IIAM or OPO representatives will ship the donor's tissues to:

ATTN: nPOD -- Research Pancreas
University of Florida
Blood Bank Laboratory
Shands, South Tower G-110
1515 SW Archer Rd.
Gainesville, FL 32608

Phone- (352) 733-0900
(352) 265-0111 (Press 0, ask for the blood bank)

5.2 nPOD Laboratory Manager

5.2.1 Maria Fernanda Martino

Phone- Lab: 352-273-7737
Cell: 352-870-9102

5.2.2 The LM will post a flyer at the UF blood bank that includes the contact information for the nPOD on-call staff member(s).

5.3 UF Blood Bank

5.3.1 The nPOD on-call staff member will contact the Blood Bank to request information regarding shipment delivery.

5.4 Outgoing tissue

5.4.1 The nPOD LM will prepare the boxes for shipment according to their characteristics.

5.4.3 Shipment boxes will be taken by LM to the FedEx pickup location at the University of Florida, Health Science Center loading dock before 3 pm. FedEx pickup will be monitored by the FedEx tracking notification email to the nPOD mail box, and if the box is not picked up before 4:30, FedEx will be contacted.

5.4.4 For international shipments, the LM will schedule pick-up with World Courier (800-223-4461). The shipment will be tracked by the notification email to the nPOD mail box.

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6.0 Controlled Forms and Website Information

6.1 The following forms are available in G:/Projects/nPOD/Pathology Core:

6.1.1 nPOD OPPC shipping label with nPOD contact information

6.1.2 Letter of Shipment to researchers. Letter has 1) receiver's contact information, 2) shipment contents, and 3) nPOD contact information.

6.2 For FedEx shipments, labels will be printed via www.fedex.com using the nPOD account.

6.3 For World Courier shipments, shipping label and customs invoice forms (hardcopy) will be completed by the LM.

7.0 Shipping instructions for outbound shipments

7.1 Frozen cryovials (tissue/cells/serum/plasma/DNA; dry ice)

7.1.1 Label cryovials with nPOD case number, aliquot number and sample type (ex.: 6005-01 PanHead).

7.1.2 Place cryovials inside a small biohazard plastic bag or cardboard box, which is then sealed and taped closed. Insert sufficient absorbent towels in case contents leak.

7.1.3 Place nPOD shipping label on plastic bag.

7.1.4 Place plastic bag inside Styrofoam box filled with dry ice (5lbs minimum).

Completely fill box with dry ice to prevent evaporation.

7.1.5 Seal Styrofoam box with packing tape and place in cardboard box.

7.1.6 Tape shipment letter to researcher to the Styrofoam lid with a red biohazard sticker.

Note: Shipment letter should NOT be sent with World Courier International shipments. To authorize refill of dry ice if necessary; only use the sticker with contact information for WC shipments.

7.1.7 Tape cardboard box closed and label with DRY ICE sticker (add kg of dry ice to sticker), International KEEP FROZEN sticker, EXEMPT HUMAN TISSUES sticker, This Side Up ARROW sticker, FedEx label, and nPOD shipping label.

7.2 Unstained OCT slide shipments (dry ice)

7.2.1 Pack slides inside slide box with tissue paper or 4x4 gauze pads to that slides will not move and seal box with packing tape. Label with nPOD shipping label.

7.2.2 Place slide box inside plastic bag with a copy of the service request form then seal and tape closed.

7.2.3 Place plastic bag with slide box inside Styrofoam box filled with dry ice. Fill box as described in 7.1.4.

7.2.4 Seal Styrofoam box with packing tape and place in cardboard box.

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- 7.2.5 Tape shipment letter to the Styrofoam box with a red biohazard sticker.
- 7.2.6 Tape and label box as in 7.1.7 and include a International FRAGILE sticker.

- 7.3 Unstained paraffin slide shipment (room temperature)
 - 7.3.1 Pack slides as in 7.2.1-2.
 - 7.3.2 Place plastic slide box inside a cardboard box filled with packing material. Cardboard box should be of sufficient size so that the slides would not break if the cardboard box were dropped from a height of ~3'.
 - 7.3.3 Tape cardboard box closed and label with International FRAGILE sticker, EXEMPT HUMAN TISSUES sticker, FedEx label, and nPOD shipping label.

- 7.4 Fresh tissues for cell isolation (minced spleen or lymph nodes; room temperature)
 - 7.4.1 Seal the 50ml or 15ml centrifuge tube containing minced tissues in RPMI media (filled to top to avoid air space) with parafilm. Label tube with nPOD case number and sample type.
 - 7.4.2 Place tube(s) inside a biohazard plastic bag with sufficient towels to absorb contents if leakage occurs. Seal bag and tape closed.
 - 7.4.3 Place nPOD shipping label on plastic bag .
 - 7.4.4 Place taped plastic bag inside Styrofoam box with packing materials and additional packing materials (blue pad, paper towels, other).
 - 7.4.5 Seal Styrofoam box with packing tape and place in cardboard box.
 - 7.4.6 Tape shipment letter to researcher to the Styrofoam box with a red biohazard sticker.
 - 7.4.7 Tape cardboard box closed and label with EXEMPT HUMAN TISSUES sticker, FedEx label, and nPOD shipping label.

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