

## Packaging and Shipping Guidelines for Ambient Specimens

*Note: When a participant has a known infection, such as Hepatitis, a Category B label must be used in place of an Exempt Human Specimen label and Category B. Category B labels are not provided by the SWOG Biospecimen Bank.*

### **Packaging guidelines for ambient specimens:**

1. **Specimens must be packaged to comply with IATA standards.**
2. First, place the specimen in a leak proof biohazard envelope. Include an absorbent material if the specimen is liquid. Next, place the biohazard envelope in a puncture and pressure resistant envelope (e.g., Tyvek envelope).
3. Place the packaged specimen in an appropriate shipping container (ex. FedEx box or clinical pack).
4. Include required paperwork (e.g., STS-generated packing list(s)) in the shipment.
5. Attach an "Exempt Human Specimen" label and a shipping label to the outside of the shipping container.

### **Shipping guidelines for ambient specimens:**

- Unless otherwise noted in the protocol, ambient biofluids (e.g., blood, bone marrow, stool, etc.) should be shipped overnight on the day of collection.
  - If not possible to ship the same day as collected, ambient biofluids should be shipped the next business day.
  - FedEx Priority Overnight service is preferred. Use of other courier services may delay package receipt.
- On Saturday, the Bank is only staffed to process fresh blood, bone marrow, and urine. No other specimen types should be submitted for Saturday delivery.
  - All other specimen types must be shipped Monday through Thursday for delivery Tuesday through Friday.
  - If specimens are shipped for Saturday delivery, then the airbill must be marked "For Saturday delivery."
- Whenever possible, avoid shipping ambient specimens the day before a holiday.
- For questions about shipping specimens around a holiday, please reference the Bank's holiday hours memo distributed by the Protocol Development office or contact the Bank directly using contact information below.
- During the months of April-September (or times of warm weather), ship fresh specimens on a refrigerated (not frozen) cold pack.
- During the months of October-March (or times of unusually cold weather), insulate fresh specimens to keep from freezing due to weather (i.e., wrap specimen in bubble wrap).
- For packaging instructions, refer to the ambient specimen packaging and shipping guidelines for ambient specimens.

Contact the SWOG Biospecimen Bank with any questions regarding specimen and shipping instructions. The laboratory ID number, shipping address, and contact information for specimen submissions are:

<b>Lab #201 Address and Contact information:</b>	<b>Lab #200 Address and Contact information:</b>
SWOG Biospecimen Bank Solid Tissue, Myeloma & Lymphoma Division 2200 International St Columbus, OH 43228  Phone: 614-722-2865 FAX: 614-722-2897 Email: <a href="mailto:bpcbank@nationwidechildrens.org">bpcbank@nationwidechildrens.org</a>	SWOG Biospecimen Bank Leukemia Division 2200 International St Columbus, OH 43228  Phone: 614-722-3720 FAX: 614-722-2856 Email: <a href="mailto:bpcmqmlab@nationwidechildrens.org">bpcmqmlab@nationwidechildrens.org</a>