

## Packaging and Shipping Guidelines for Frozen 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 frozen specimens:**

1. When batch shipping, only submit a maximum of five participants or five time points from one participant in each shipment. Each participant and time point must be packaged separately (e.g., separate plastic bag).
2. **Specimens must be packaged to comply with IATA standards ([www.iata.org](http://www.iata.org)).**
3. First, place the specimen in a leak-proof biohazard envelope. Include an absorbent material. Next, place the biohazard envelope containing the specimen in a puncture and pressure resistant envelope (e.g., Tyvek envelope).
4. Place the packaged specimen(s) in an appropriate shipping container (composed of an inner Styrofoam and outer cardboard layer). Place a layer of dry ice in the bottom of the shipping container, then set the specimen on top of the dry ice. Cover the specimen with dry ice until the shipping container is full.
5. Include required paperwork (e.g., STS-generated packing list(s)) in the shipment.
6. Close the shipping container and tape shut. Do not completely seal the container. Complete a dry ice label. Attach an "Exempt Human Specimen" label and the dry ice label to the side of the shipping container.
7. Attach a shipping label to the top of the shipping container.

### **Shipping guidelines for frozen specimens:**

- Ship frozen specimen(s) buried in dry ice. FedEx Priority Overnight service is preferred. Use of other courier services may delay package receipt and compromise specimen integrity.
  - Note: a minimum of 5-10 lbs. of dry ice should be used per shipment, and specimens should be completely buried with dry ice (i.e., fill the container 1/3 full, add the specimens, and then add dry ice to the top of the container).
- Frozen specimens may only be shipped Monday through Thursday to arrive Tuesday through Friday. Do NOT ship frozen specimens on a Friday or 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 Department office or contact the Bank directly using the contact information provided below.
- For packaging instructions, refer to the packaging and shipping guidelines for frozen 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:bpccbank@nationwidechildrens.org">bpccbank@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:bpccmlab@nationwidechildrens.org">bpccmlab@nationwidechildrens.org</a>