



**BLOOD COLLECTION AND PACKAGING AND SHIPMENT TO CORIELL: DOMESTIC SITES**

When using the SafTPak (STP)-710 (two-bag) secondary pressure vessel system:

1. Subject consent forms must be signed before blood draw begins. A \_\_\_\_\_ copy of the informed consent form must be sent with the sample.
2. Remove the contents from the shipping container with the inner Styrofoam liner and remove the Vacutainers from the bubble pouch. **DO NOT REMOVE THE ABSORBENT MATERIAL FROM THE PACKAGING.**
3. Draw \_\_\_\_\_ - \_\_\_\_\_-ml tubes of blood from each subject. **KEEP BLOOD AT ROOM TEMPERATURE AT ALL TIMES. DO NOT REFRIGERATE.**
4. Assign a subject identification number to each tube immediately after collection of sample. Write the date the sample was collected on the label of the tube.
5. Place the tubes into the bubble pouch.
6. Place the bubble pouch into the inner clear plastic bag of the two-bag STP-710 packaging, peel the liner off of the bag and seal according to the instructions printed on the bag. Place this sealed plastic bag into the outer Tyvek bag and seal.
7. Place the sealed STP-710 system and the completed submission forms into the shipping container with the inner Styrofoam liner.
8. **ANY 'EMPTY CONTAINER' LABELS FOUND ON THE CONTAINERS MUST BE REMOVED BEFORE SHIPPING SPECIMENS TO THE CORIELL INSTITUTE!**
9. Place the Styrofoam lid onto the inner container and seal the top of the outer cardboard container with sealing tape (please do not use the flexible adhesive tape).
10. Attach the following enclosed warning labels to the outside of the container:
  - **DO NOT DELAY BIOLOGICALS**
  - **AVOID HEAT AND COLD**
  - **FRAGILE HANDLE WITH CARE**
  - **UN3373**
11. **DO NOT PLACE DRY ICE OR REFRIGERANT PACKS IN THE CONTAINER; SHIP THE SPECIMENS AT AMBIENT (ROOM) TEMPERATURE!**
12. Attach the airbill pouch to the top of the shipping container and insert the completed air waybill (do not close the airbill pouch by sealing it). **PLEASE MAKE SURE THAT THE ADDRESS LABEL USED BY CORIELL TO SHIP TO YOUR LAB IS COMPLETELY COVERED BY THE NEW AIRBILL POUCH AND MAKE SURE THAT NONE OF THE WARNING LABELS ARE COVERED.**



**Blood Collection and Shipping Protocol**  
**Domestic: SAF-T-PAK**

- 13. Contact the carrier ( Federal Express,  DHL,  Airborne, or  Other \_\_\_\_\_) for pickup of the package and ship Priority 1 overnight delivery to the Repository. Contact \_\_\_\_\_ by e-mail (\_\_\_\_\_) or by fax [(856) \_\_\_\_\_ - \_\_\_\_\_] and provide the Carrier's Airbill Package Tracking Number.
- 14. Provide the date of shipment and number of subjects and tubes enclosed.

For Shipping Records:

The carrier's ( Federal Express,  DHL,  Airborne, or  Other \_\_\_\_\_) Airbill Package Tracking Number was called in to \_\_\_\_\_ on

\_\_\_\_\_ Date

\_\_\_\_\_ Tracking Number

The shipment was sent on \_\_\_\_\_ by \_\_\_\_\_  
Date Name