



**BLOOD COLLECTION, PACKAGING AND SHIPMENT TO CORIELL: INTERNATIONAL SITES**

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 their holders. **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. Depending on which certified IATA packaging is provided, place the tubes into either the bubble pouch or into the 30-tube foam insert contained in the polypropylene BioJar that has been removed from the BioPack 2 container.
6. When using the SaftPak (STP)-710 (two-bag) secondary pressure vessel system, place the bubble pouch (containing the specimens) into the clear plastic bag, peel the liner off of the bag and seal according to the instructions printed on the bag. Place this sealed bag into the outer Tyvek bag and seal.
7. Place the STP-710 and the completed submission forms into the shipping container with the inner Styrofoam liner.
8. When using the BioPack 2 secondary pressure vessel system, close the BioJar by hand-tightening the lid. Wrap the completed submission forms around the outside of the BioJar and place these into the BioPack 2 container.
9. Close the lid of the BioPack 2 by following the numbered flaps (1 through 4). On flap number 3, remove the paper covering the adhesive and press flap number 4 down onto the adhesive to seal the container.
10. Place the BioPack 2 into the shipping container with the inner Styrofoam liner.
11. ANY 'EMPTY CONTAINER' LABELS FOUND ON THE CONTAINERS MUST BE REMOVED BEFORE SHIPPING SPECIMENS TO THE CORIELL INSTITUTE!
12. 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).
13. Attach the following enclosed warning labels to the sides of the container:

- **DO NOT DELAY BIOLOGICALS**
- **AVOID HEAT AND COLD**



## Blood Collection and Shipping Protocol: International

- FRAGILE HANDLE WITH CARE
- UN3373

14. **DO NOT PLACE DRY ICE OR REFRIGERANT PACKS IN THE CONTAINER; SHIP THE SPECIMENS AT AMBIENT (ROOM) TEMPERATURE!**
15. Attach the airbill pouch to the top of the shipping container and insert the completed air waybill. 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.
16. Complete and sign 4 copies of the Commercial Invoice and insert these into the airbill pouch.
17. Contact the carrier ( DHL Worldwide Express,  Federal Express,  Airborne, or  Other \_\_\_\_\_) for pickup of the package and ship International Priority Express delivery to the Repository. Contact \_\_\_\_\_ by e-mail (\_\_\_\_\_) or by fax [(856) \_\_\_\_\_ - \_\_\_\_\_] and provide the carrier Airbill Package Tracking Number.
18. Provide the date of shipment and number of subjects and tubes enclosed.  
For Shipping Records:

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

\_\_\_\_\_ Date

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

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