

INSTRUCTIONS FOR SHIPPING FROZEN CULTURES TO CORIELL FROM DOMESTIC SITESWhen using dry ice for shipments:

1. Subject consent forms must be signed before specimens are submitted. A blank copy of the informed consent form must be sent with the specimens.
2. Remove the contents from the shipping container with the inner Styrofoam liner. This container (and the inner Styrofoam liner) will be used when shipping the specimens back to Coriell. **DO NOT REMOVE THE ABSORBENT MATERIAL FROM THE PACKAGING.**
3. **Please make sure that the frozen specimens are labeled before placing them into the packaging.**
4. Using the SafTPak (STP)-714 (two-bag) secondary pressure vessel system, place the specimens (contained in a sturdy cryobox) 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 plastic bag into the outer Tyvek bag, fold over and tuck the end containing the specimens into the pocket (diagrams are on the Tyvek bag).
5. Using the container with the inner Styrofoam liner, place a small layer (approx. 2 inches) of dry ice (pellets are recommended) into the bottom of the container. Then place the sealed frozen specimens into the container. Cover the specimens with dry ice, completely filling the Styrofoam liner. Place the Styrofoam lid onto the inner container, making sure that the lid is seated properly. Place the completed paperwork on top of the Styrofoam lid and then close and seal the lid to the outer shipping container with sealing tape.
6. ANY 'EMPTY CONTAINER' LABELS FOUND ON THE CONTAINERS MUST BE REMOVED BEFORE SHIPPING SPECIMENS TO THE CORIELL INSTITUTE!
7. Attach the following enclosed warning labels to the outside of the container:
 - **DO NOT DELAY BIOLOGICALS**
 - **FRAGILE HANDLE WITH CARE**
 - **BIOLOGICAL SUBSTANCE, CATEGORY B, UN3373**
8. When using a package containing dry ice, a Class 9, diamond-shaped label must be attached to the outside of the box. This label must be filled out completely: the shipper's name and address, the consignee's (recipient's) name and address, the weight of the dry ice in kilograms and the total weight of the package in kilograms. Place this label on one side of the shipping container, adjacent to the UN3373 label, without covering up any labels.

9. Attach the airbill pouch to the top of the shipping container and insert the completed airbill (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.
10. When completing the air waybill, Section 6 (special handling), check the 'Dry Ice' checkbox, filling in the blanks with the number of packages (1) and the weight of the dry ice (same amount that is written on the Class 9 label).
11. Contact Federal Express for pickup of the package, identify it as a 'dry ice' package and ship Priority 1 overnight delivery to the Repository.
12. Contact _____ by e-mail (_____) or by fax [(856) _____ - _____] and provide the Federal Express Airbill Package Tracking Number, the date of shipment, and the number of subjects and specimens enclosed.

For Shipper's Records:

The Federal Express Airbill Package Tracking Number was called in to _____ on

Date

Tracking Number

The shipment was sent on _____ by _____
Date Name