

INSTRUCTIONS FOR SHIPPING FROZEN CULTURES TO CORIELL FROM DOMESTIC SITES

When using the liquid nitrogen dry shipper 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. Open the outer lid to the dry shipper (cutting the cable ties securing the lid may be necessary). Remove the contents that are located on top of the inner lid (referred to as the 'cork') of the dry shipper. **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. **DO NOT USE DRY ICE WITH THE LIQUID NITROGEN DRY SHIPPER!** Place the sealed frozen specimens into the shipper. Place the cork into the inner container and then place the completed paperwork on top of the cork, securing it in the pouch provided. Close the outer lid to the dry shipper and secure the lock with the cable ties provided.
Note: The initial liquid nitrogen charge in the dry shipper will last up to 10 days. There should not be any 'liquid' nitrogen in the shipper; there is a hydrophobic absorbent material in the shipper that retains the liquid and creates a nitrogen vapor phase for the specimens. Recharging the shipper should not be necessary. However, if circumstances call for a recharge, the dry shipper should be filled with liquid nitrogen the night before use. The following day, excess liquid must be poured out of the shipper before placing the specimens inside for shipment.
6. **ANY 'EMPTY CONTAINER' LABELS FOUND ON THE DRY SHIPPER MUST BE REMOVED BEFORE SHIPPING SPECIMENS TO THE CORIELL INSTITUTE!**
7. Attach the following enclosed warning labels to the outside of the shipper:

- **DO NOT DELAY BIOLOGICALS**
- **FRAGILE HANDLE WITH CARE**
- **BIOLOGICAL SUBSTANCE, CATEGORY B, UN3373**

Frozen Culture Shipping Protocol: Domestic- Liquid Nitrogen Dry Shipper

8. Attach the airbill pouch to the top of the dry shipper 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.

9. Contact Federal Express for pickup of the package, identify it as a 'dry shipper' package and ship Priority 1 overnight delivery to the Repository. Contact _____ by e-mail (_____) or by fax [(856) _____ - _____] and provide the Federal Express Airbill Package Tracking Number. **It should be noted that a dry shipper (without 'liquid' nitrogen) is not considered a dangerous good and should be handled by the courier service like a typical refrigerated package.**

10. Provide the date of shipment and 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