

National Institutes of Health National Institute of Neurological Disorders and Stroke National Institute on Aging

# MarkVCID2 Shipping Human Biospecimens Guideline

v1.31.25 MarkVCID Consortium www.markvcid.org

By the MarkVCID1 Fluid-based Biomarkers Subcommittee (Co-chairs Donna Wilcock, PhD, and Pia K. Webb, MD, PhD) and Coordinating Center (Steven M. Greenberg, MD, PhD).

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# MarkVCID Shipping Human Biospecimens Guideline

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# 1. Purpose

The purpose of this document is to provide guidelines for the shipping of MarkVCID biological specimens.

# 2. Scope

The policies and procedures described in this document pertain to all MarkVCID Consortium members who will be responsible for shipping biological specimens.

# 3. Procedures

## 3.1. Trainings

All staff who ship biosamples must maintain current training and certification in the shipping and handling of biological specimens as mandated by their institution.

All site staff who receive and process samples, print labels, scan and input information into the MarkVCID virtual repository must complete the virtual biorepository training. (https://markvcid.partners.org/4-virtual-biorepository-training)

## 3.2. Shipping Requirements

Human samples fall under Category B "Infectious Substances."

When possible, shipments should be sent on Mondays, Tuesdays, or Wednesdays with overnight delivery to avoid packages arriving on the weekend in the event of shipping delays. Please avoid thawing and refreezing of samples. Contact <u>Carissa Tuozzo</u> if this occurs.

Please follow the instructions for Processing Shipped Samples in the Biorepository Training Manual.

### 3.3. Shipping and Handling Overview

- 1. Remove samples from -80C and place on dry ice
- 2. Wrap each tube with parafilm
- 3. Place samples in tube boxes and keep on dry ice
- 4. Label boxes accordingly
- 5. Place boxes in a leak proof biohazard sample bag
- 6. Fill the cooler with dry ice completely
- 7. Attach a printed, itemized list of the included samples to the top of the cooler with 24-hour contact name and number
- 8. Place cooler in corrugated outer box. Do NOT air-seal the outer box. CO2 must be allowed to vent.
- 9. Place a shipment request with FedEx following guidelines below
- 10. Place shipping label on the top of the box with both the UN3373 Biological Substance, Category B and UN 1845 Dry ice and weight labels

## 3.4. Shipping and Handling Details

### 3.4.1. Packaging Specimens

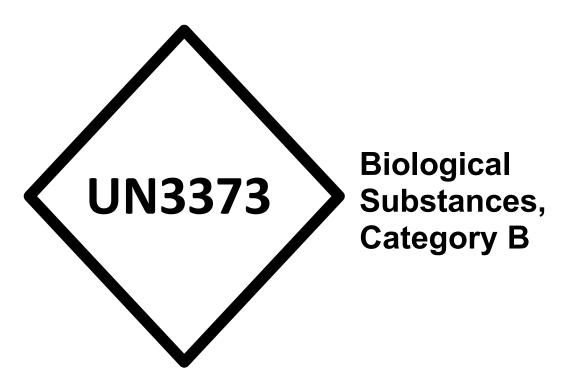
- 1. Put specimen in leak-proof primary container (cryovials for plasma/serum/CSF: <u>DWK W985874</u>) and wrap individually (screw cap lid with parafilm around seal)
- 2. Use absorbent material sufficient to absorb entire contents of primary container (<u>SAF-T-PAK STP-152 SKU:34834</u>)
- Use a leak proof secondary container Leak proof Biohazard sample bag (<u>VWR 11215-682</u>)
- 4. Use a corrugated box around Styrofoam cooler
- 5. Include a manifest of items using the template under Section 4.2.
  - 1. Print, place in a plastic sheet protector, and place the manifest between the MarkVCID Shipping Human Biospecimens Guideline | v.1.31.25 | Page 3 of 8

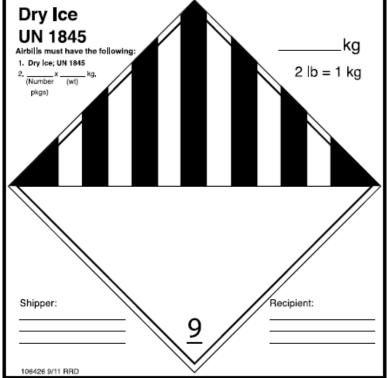
secondary and outer container.

- 2. Email a digital copy of the manifest to the recipient <u>and</u> Coordinating Center.
- 3. Store a local copy electronically for your site's records.
- 4. Make sure to include a 24hr contact name and number.

#### 3.4.2. Labeling Outer Container

- 1. Include two labels in each package. The site packaging supplier will provide the following:
  - o UN3373 label with adjacent statement "Biological Substance, Category B"
  - Completed Dry Ice UN 1845 label





#### 3.4.3. Shipping Label

- 1. Login to <u>FedEx</u>. Request the login and password from the Coordinating Center. Note you must be the designated MarkVCID site representative to use this account.
- 2. Click on Shipping > Create a Shipment > Edit highlighted fields in EXAMPLE:

5	Create a Shipme	TL Freight Ship History My Lit	sts	
;		ent		
	* Denotes required field	formation (2) Print label(s)	Contact your administrator Select "MASS GENEI BRIGHAM-645" and e	and the second sec
n"	1. From	⊘ <u>Help</u> ⊟ <u>Hide</u>	4. Billing Details	of a shipment
s"	Saved senders	Select V	* Bill transportation to MASS GENERAL BRIGHAM-645	
u.	Cuved Schuers	Select •	Alert: Please remember to enter your reference information.	Notify Recipient via:
	2. To	⊘ Help ⊡ Hide	* Bus UACT or BusU- 000000-###### 1200-GR0240887 Select	Email (HTML)     Tendered
	* Country/Territory		More reference fields	Email (Plain Text)     Exception     Recipient Email     Estimated Deliver
	Company	United States   University of Kentucky	Special Services (optional) @ Help 🗆 Hide	tisudd2@uky.edu
	* Contact name		🖉 Dry ice 🗉 🔶	Add additional recipients
		Tiffany Lee	* Total dry ice weight Dry ice must be marked	Add a personal message
	* Address 1	800 S LIMESTONE ST	□ Dangerous goods ⊕	
	Address 2	Sanders-Brown 233	□ Lithium Batteries/Cells ② 🛨	
	* ZIP	405360001	FedEx® Delivery Signature Options	
	* City	LEXINGTON	Signature type None specified V	Rates & Transit Times (optional) @ Help 🗵
	* State	Kentucky 🔻	Hold at FedEx location IT	View your rates and transit times based on your selections.
	* Phone no.	859-218-2389 ext.		
	Perform detailed ac	idress check	Pickup/Drop-off (optional)  (	5. Complete your Shipment 3
			Schedule a pickup	Create a Shipment Profile to store recipient, package an
		Save new recipient in address book		other details of this shipment for future use. <u>Send a Mobile Shipping Label</u>
		Save changes in address book	Use an already scheduled pickup at my location	
			Pickup Address	Please note: • Click the Ship button only once. Expect some delay du
	3. Package & S	hipment Details ② <u>Help</u> 🗆 <u>Hide</u>	Shannon Tuozzo, 175 Cambridge St, 300, Boston, Massachusetts, 02114, United States	transmission time. Do not click Stop or Reload; it may cau duplicate shipment transaction to occur.
	* Ship date	07/24/2018	Package Information	<ul> <li>By clicking the Ship/Continue button, you agree to the Est Ship Manager at fedex.com Terms of Use and the FedEx to</li> </ul>
	* No. of packages	1 •	FedEx Express, 07/24/2018, 12:00 p.m 6:00 p.m., 1 packages	of shipping in the applicable FedEx Service Guide and Shipper's Terms and Conditions for FedEx Express internat
	* Pricing option ②	FedEx Standard Rate		<ul> <li>shipments.</li> <li>By clicking the Ship/Continue button, you agree that shipment does not contain undeclared Dangerous Goods. If</li> </ul>
		FedEx One Rate	Shipment Notifications (optional) @ Help = Hide	are uncertain of whether your shipment contains Dange Goods, see the <u>Help</u> for more information. • Results provided by FedEx Address Checker are believed
	* Weight ②	3 Ibs		reliable, but are not guaranteed.
	Declared Value 2	U.S. Dollars	Notify Sender via: Notification type     Email (HTML) Ship	<ul> <li>FedEx makes no warranties, express or implied, rega Address Checker information.</li> <li>Correct completion of shipping documents is the responsibility</li> </ul>
	* Service type	Priority Overnight	Email (Plain Text)     Email (Plain Text)	<ul> <li>the customer.</li> <li>If the delivery address is later identified as residential, you</li> </ul>
	* Package type	Your Packaging	Pickup	receive a residential surcharge. While weighing your package is not required for FedEx One
	Dimensions	Select	Exception Estimated Delivery	pricing, to qualify, FedEx Envelopes must weigh 10 lbs. or and FedEx Paks and Boxes must weigh 50 lbs. or less. If package exceeds these weight limits, it will be rated base
		🗐 Include a return label	Estimated Delivery     Delivery	package exceeds these weight limits, it will be rated base FedEx Standard List Rates or FedEx Retail Rates as applic Please refer to the specific backaping for recommended w
			Sender Email STUOZZO@MGH.HARV4	

- 3. To avoid accidental misuse of the account, please do not save the FedEx login and password in your browser
- 4. Once the form is submitted, the website will create a printable label. See example below:

Prepare a shipment (1) Enter shipping information (2)	Print label(s)			
Thank you for shipping with FedEx	. Your tracking number: 7	772802409652		
✓ Label □ Receipt   <u>View</u>				
Print	Create return	shipment Edit shipment C	Cancel shipment Rep	eat last Create new Schedule a Pickup
				ORIGN ID SHANNOT MASSACH 175 CAMB 300 UNITED S
	7728 0240 9652 D LEXA		UNIVERSITY OF KENTUCKY 800 S LIMESTONE ST SANDERS-BROWN 233 LEXINGTON KY 40536 P.218-2380 FF 5002507	PRICENTELIMMA HAMBON UDLIMMA MISSACHUSETTS SERVERAL HOSPITAL MISSACHUSETTS SCAUBEDOE ST DOSTON, MA RETURN MIED STATES US
	EX 96		Y OF K STONE BROWN	(617) 643-4639 NERAL HOSPIT
	<b>&gt;</b> ≈		ENTUCKY ST V 233 9536	639 SPITAL
	PR		20071 KY	BILL
	IED - 25			SHIP DATE: 24JUL 18 ACTWGT: 200 LB CAD: 101055501E74040 DRY ICE: 0.46 KG BILL SENDER
	WED - 25 JUL 10:30A PRIORITY OVERNIGHT ICE 40536 KY-US SDF			UUL18 UBT4040 (G
	10:30A ICE 40536 SDF			

- 5. Verify the information is correct and print the label
- 6. Keep a receipt of your shipment
- 7. Attach the shipping label to the package and ensure the required UN3373 and Dry Ice labels are also attached (see labels in Section 3.4.2.). Add information to the Dry Ice label as appropriate
- 8. Track your shipment as needed through the FedEx online tracker
- 9. If you cannot access the online FedEx label generator, please contact the Coordinating Center project manager

# 4. Attachments

#### 4.1. Approved Site Addresses

For the recipient's name and contact information, click here.

#### 4.2. Template Manifest (use word document or excel sheet for table below)



- 1. Enter the information below for each item (use word document or excel sheet). Site ID can be found in the <u>Site IDs & Approved Shipping Contacts Table</u> on the MarkVCID Resource Hub.
- 2. Print, place in a plastic sheet protector, and include this document in each shipment.
- 3. Email a digital copy of the manifest to the recipient and Coordinating Center.
- 4. Store a local copy electronically for your site's records.

SITE ID# \_\_\_\_\_

Items included in this shipment:

Shipment Date	Subject ID	Vial ID	Sample Type	Sample Volume

Shipping site's 24-hour contact:

Phone #: \_\_\_\_\_

## **Document History**

	Summary of Changes MarkVCID2 Shipping Human Biospecimen Guideline					
Version	Description of Changes	Reason for Change	Version Date			
1.0	N/A – original version	N/A	12.14.2021			
2.0	<ul> <li>Revised manual to reflect updated guidance including:</li> <li>Section 3.4.3: Updates to section 4. Billing Details on the example shipping label and addition of guidance to not save the CC FedEx login or password on the browser</li> <li>Section 4: Addition of link to the Site IDs &amp; Approved Shipping Contacts Table</li> </ul>	Revised to reflect updated MarkVCID2 procedures	03.13.2023			
3.0	<ul> <li>Revised manual to reflect updated guidance including:</li> <li>Section 3.2: Addition of preferred shipment days and contact info if sample thaw or refreeze occurs.</li> <li>Section 3.4.3: Updates to the billing info section of the shipping label.</li> </ul>	Revised to reflect updated procedures	01.31.2025			