



## **SHIPPING INSTRUCTIONS**

### **SHIPPING SAMPLES TO CENETRON**

Specimen containers as well as instructions for specimen collection and shipment are provided to each site. Federal regulations [49 CFR 100-185] mandate that sites transporting or shipping hazardous materials be subject to and comply with all provisions of the Federal Hazardous Materials Transportation Law. Additional information concerning these regulations is available from the Department of Transportation by contacting the DOT hotline at 800-467-4922.

The International Air Transport Association (IATA) produces a manual based on the International Civil Aviation Organization (ICAO) Technical Instructions, which outlines the procedures that must be followed to ensure safe transport. Training is an essential part of the process. It is necessary for all individuals involved in the preparation or transport of dangerous goods to be properly trained and tested initially with follow-up training every 24 months. As per the regulations, each site is responsible for ensuring that their staff is properly trained.

### **GENERAL SHIPPING INSTRUCTIONS** (United States & Canadian Sites)

**Frozen specimens should only be shipped Monday through Wednesday.**

#### **1. VERIFY DELIVERY:**

If directed by Cenetron to ship specimens on Friday, check the box for Saturday Delivery on the air waybill and place a Saturday Delivery sticker on the box. If this is not filled out, the package will be held over until Monday and the specimens may thaw, compromising the integrity of the results. Please DO NOT collect or ship specimens on a business day prior to a scheduled holiday to ensure delivery of frozen specimens.

#### **2. VERIFY SPECIMAN LABELS:**

Prior to placing the specimens in the shipping containers, verify that all tubes have been properly identified with the following information: Patient's Screening and/or Patient Number, Date and Time of Specimen Collection.

#### **3. VERIFY FORMS:**

Verify that the specimens match those listed on the Laboratory Requisition Form.

#### **4. VERIFY SHIPPING INFO:**

Be sure to inspect the shipping boxes for accurate labeling information.

#### **5. DRY ICE:**

Place a layer of dry ice at the bottom of the frozen shipper.

## **6. CHECK TRANSPORT BAG:**

Ensure that the absorbent sheet is in the transport bag and place cryovials into the transport bag. Place the lab requisition into the outer pouch of the transport bag. It is acceptable to ship specimens from more than one patient together in the transport bag.

## **7. SEAL TRANSPORT BAG:**

Seal the transport bag and place it into the bottom of the shipping box.

## **8. FILL STYROFOAM BOX:**

Fill the remainder of the box with dry ice (minimum of 5 lbs or ~2 kg). Place the Styrofoam cover on the inner Styrofoam container.

## **9. CLOSE FLAPS:**

Close box flaps and seal the exterior box with tape. **DO NOT TAPE THE STYROFOAM BOX.**

## **10. COMPLETE SECTIONS:**

Complete the necessary sections on the pre-printed FedEx Air Waybill.

## **11. DATE FORMS:**

Date all forms where necessary. Retain the Sender's Copy for your files.

## **12. PLACE BILL:**

Place completed air waybill into the clear plastic air bill pouch face up.