



INTEGRATED BIOREPOSITORY OF H3AFRICA UGANDA

**MAKERERE UNIVERSITY
COLLEGE OF HEALTH SCIENCES**

STANDARD OPERATING PROCEDURE

TITLE: SAMPLE SHIPPING		PAGE 1 of 10
SOP #: IBRH₃AU-SOP-BSP-009.1	Effective Date: 09/01/2014	Next Rev: DEC 2015
Prepared by: _____	Reviewed by: _____	Approved by: _____
(Signature & Date) NAME: Musinguzi Henry TITLE: Lab Manager	(Signature & Date) NAME: Dr. Samuel Kyobe TITLE: Coordinator	(Signature & Date) NAME: Prof. Moses Joloba TITLE: Principal Investigator

VALIDATION AND RETIREMENT

	NAME	DATE
Validated by:		
Retired by:		

ACKNOWLEDGEMENT OF READING AND UNDERSTANDING

I have received and understood the training on this SOP. If I have not understood the training I have asked the trainer to retrain me to ensure that I completely understand all the requirements.

	NAME	SIGNATURE	DATE
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1. INTRODUCTION

Samples collected from study site will need to be transported to central biorepositories. Biospecimens are a precious resource and therefore care should be taken to preserve and maintain integrity of biospecimen in transit. An established and tested shipping procedure is essential, as inadequate shipping procedures may lead to the loss of the samples and additional costs for repeat shipments.

2. PURPOSE

To describe shipping procedures to and from the IBRH3AU

3. SCOPE

This SOP outlines processes for the shipping of samples from research groups to H3Africa biorepositories and eventual shipping to requesting researchers. The SOP specifies considerations that should be followed to ensure appropriate packaging and shipping of the samples.

4. LIMITATIONS

The procedures outlined in this SOP may be subject to change depending on variations in national guidelines, project priorities and updates, and Ethical Committee stipulations.

5. RESPONSIBILITIES

This SOP applies to all personnel from research groups and biorepositories who are involved in the shipping or receiving of samples. These personnel must have IATA shipping certificates to enable proper shipping of biospecimen.

Personnel	Responsibility/Role
Site PI	Inform biorepository of samples to be sent. Ensure that samples are packaged correctly for shipping.
Biorepository Lab Manager	Coordinate sample receipt and shipping.

6. MATERIALS, EQUIPMENT AND FORMS

The materials, equipment and forms listed in the following list are recommendations only and may be substituted by alternative/equivalent products more suitable for the site-specific task or procedure.



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- 6.1 Shipping /Transport receipt form
- 6.2 Biorepository collection form
- 6.3 Collection tubes
- 6.4 Styrofoam container
- 6.5 Sealing tape (to secure tube in kit)
- 6.6 Absorbent material (covers cavity of safety mailer and kit components)
- 6.7 Press-lock plastic bag (Safety Mailer will be placed in it)
- 6.8 Signed MTA/permits
- 6.9 Shipping manifest

7. PROCEDURE

- 7.1 Safe and legal transport of biospecimens is based on the following mandated activities:
 - 7.1.1 Classification and naming of the material to be shipped
 - 7.1.2 Packaging the shipment correctly
 - 7.1.3 Placing appropriate markings and labels onto the outer package
 - 7.1.4 Documenting relevant aspects of each package and its contents
 - 7.1.5 Training individuals about the requirements for appropriate packaging and shipping of diagnostic specimen and infectious substances
 - 7.1.6 Appropriate Supporting Documentation and Shipping Preparation
 - 7.1.7 Ensure that relevant information and documentation for samples is included (see 6.2 –shipping log)
 - 7.1.8 Prepare a Sample Manifest either by direct printing from the LIMS system or by creating in Microsoft Excel
 - 7.1.9 Dry ice is a Class 9 dangerous good, and requires completion of a shipper's declaration
 - 7.1.10 Complete documentation required to send samples to the biorepository
 - 7.1.11 Maintain a shipping log to record receipt and dissemination of shipments.



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7.2 Document the following items:

- 7.2.1 Researchers name
- 7.2.2 Study name
- 7.2.3 Biospecimen description/manifest
- 7.2.4 Signed MTA
- 7.2.5 Valid Import/Export Permits
- 7.2.6 Courier name and contact information
- 7.2.7 Invoice number
- 7.2.8 Air Waybill number for tracking the package
- 7.2.9 Destination/source
- 7.2.10 Date shipped or received
- 7.2.11 Confirmation of delivery/receipt

7.3 Shipping Procedure

- 7.3.1 Schedule the shipment approximately one week prior to the planned shipment.
- 7.3.2 Contact the recipient that you will be sending samples to and inform them of the details of the shipment. Document/confirm telephone communication via email. Prepare a Sample Manifest either directly through LIMS system or using Excel if it has not already been created.
- 7.3.3 Before scheduling a pick-up, assemble packaging material, refrigerants, samples to be shipped, accompanying documentation, shipping documentation and permits
- 7.3.4 Before scheduling a pick-up, assemble packaging material, refrigerants, samples to be shipped, accompanying documentation, shipping documentation and permits
- 7.3.5 Verify that all shipping information, contacts and required documents are accurate and complete.
- 7.3.6 It is optimal to specify to whose attention the shipment is being delivered. This measure should prevent the shipment from arriving and being held for too long



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- 7.3.7 Use appropriate safety procedures when handling dry ice or when retrieving samples from liquid nitrogen containers.
- 7.3.8 Document sample retrieval in database and complete shipping log according to established procedure.
- 7.3.9 Verify that samples match recipient's request and the previously generated sample manifest.
- 7.3.10 For vacutainers and/or serological tubes, place the blood tubes in the slot of the bubble pouch (STP 600, STP 109 or STP 110).
- 7.3.11 Roll each pouch separately and place it in the polybag/tyvek envelope system as described above.
- 7.3.12 Contact (call or e-mail) consignee to provide them with the waybill number and inform them that the package has been picked, Provide an estimated delivery time so that they can anticipate shipment arrival. Also attach an electronic copy of the sample manifest in the email unless there is an automated system of data transfer.
- 7.3.13 Track delivery (using the online tracking capability of the courier) to monitor shipment and expedite sample if delayed by customs or regulatory agencies

7.4 Timing of shipping (to prevent delays in-transit)

- 7.4.1 Schedule pick-up early in the day so that the package goes out on the earliest flight available
- 7.4.2 Schedule pickup early in the week (Monday or Tuesday) to prevent delays in shipment or delivery due to weekend schedules.
- 7.4.3 Do not ship just before a holiday or long weekend as it usually translate to long delays in transit
- 7.4.4 Be aware of public holidays in the province or destination country to plan for optimal shipping dates



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8. REFERENCES

- 8.1 Human Tissue and Biological Samples for use in Research. Operational and Ethical Guidelines. Medical Research Council Ethics <http://www.mrc.ac.uk/Utilities/Documentrecord/index.htm?d=MRC002420>
- 8.2 International Air Transport Association (IATA) <http://www.iata.org/Pages/default.aspx>
- 8.3 Best Practices for Repositories I. Collection, Storage and Retrieval of Human Biological Materials for Research. International Society for Biological and Environmental Repositories (ISBER). http://www.isber.org/Search/search.asp?zoom_query=best+practices+for+repositories
- 8.4 L.D. Gray and J.W. Snyder, (2006) Practical guidance to facilitate compliance with current international regulations that govern the packing and shipping of dangerous goods. Chapter 21 in Biological Safety, Principles and Practice, 4th edition, ed. D.O. Fleming and D.L. Hunt.



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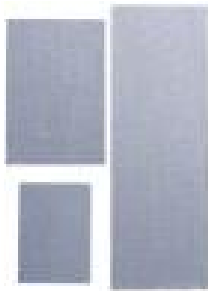
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9. APPENDICES

Depiction of Shipping Supplies

250mL Absorbant (STP-152) Polybag and Tyvek envelope (STP-710 & STP-711)



STP-600

STP-109 & 110

STP-104

STP-104R





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Labels

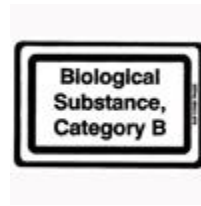
STP-106



UN3373 (category B)



Category B



Class 9 Hazard (Dry Ice)



Dry Ice





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10. REVISION HISTORY

Revision No	Effective Date	Description of Changes Made from Preceding Revision	Approved by/ Date

ANNEX 1: DOCUMENTATION OF SUGGESTED CHANGES TO THIS SOP

CLAUSE	SUGGESTION	BY	DATE