SHIPMENT CHECKLIST

┌───┐
│   TO BE COMPLETED BY THE BIOSPECIMEN SUBMISSION SITE   │
│   (For Internal Purposes only)   │
└───┘

Shipment Date: _____

Courier Company: _____

Waybill/Tracking Number: _____

Study: _____

Investigator: _____

Host Biorepository: _____

PRIOR TO SHIPPING DAY

☐ 1. Has the courier been contacted to confirm the shipment date?

☐ 2. Is an appropriate shipping container on-site or requested from courier?

☐ 3. Are all necessary shipping supplies on-site or requested from courier? (Include labels and inner packaging as appropriate. Refer to H3Africa Biospecimen Shipping SOP for further details.)

☐ 4. If the shipment contains frozen specimens, has an appropriate amount of dry ice been ordered for the shipment date?

☐ 5. Has the host biorepository/recipient been contacted to ensure that the tentative shipping date is acceptable?

☐ 6. Have all specimen boxes been 100% checked against the manifest? Have all discrepancies been rectified?

☐ 7. Does each specimen box have the laboratory and box number written on both the lid and box?

☐ 8. Has the H3A Shipment Notification Form been sent electronically to the receiving Biorepository?

ON SHIPPING DAY

☐ 1. Has the shipment documentation been printed (import/export permit, commercial invoice, and any documentation applicable on a case-by-case basis)?

☐ 2. Has the H3A Shipment Manifest Form been forwarded to the host biorepository?

☐ 3. Are all applicable stickers on the outside of the shipping container?

☐ 4. Does each of the specimen boxes have enough absorbent material to soak up the contents of the box?

☐ 5. Are the shipping contents acceptable for the outer box and in compliance with IATA regulations?

☐ 6. Is sufficient amount of dry ice used for frozen shipments or have you made a plan as to how they can be topped up en route?

☐ 7. Is the shipment packed in compliance with all IATA regulations and completed by an IATA certified shipper?

☐ 8. Is the Waybill signed by an IATA certified shipper?

☐ 9. Has the host bioreposity been contacted with the waybill number and estimated delivery date?