Training Presentation for Packing & Shipping Samples to Creative Testing Solutions (CTS)
Packing, Shipping and Transportation of Donor Samples To Creative Testing Solutions

- Materials
- Segregation of Samples
- Packing the White Sample Tube Box
- Job Aid for packing sample tubes for shipment to CTS
- Packing the E-97U Shipper
- Job Aide for packing the E-97U Shipper
- Steps for completing Shipping Label
- Transportation of Samples and CTS Notification
- Daily Shipment Schedule Form (CTS-00084)
Packing the Sample Shipping Container

Materials:

- Approved sample tube set
- 1 E-97U Red Shipping Container
  - Dimensions 20 1/4" X 15 3/4" X 12 1/2"
  - Full load (384 sample tubes) 25.8 lbs
- 1 large plastic bag
- 4 cryomats
  - 2 room temperature cryomats
  - 2 frozen -25C to -15C cryomats*
- 4 absorbent pads
- White Sample Tube Box
- Resealable plastic bag (if applicable)
- Required forms (if applicable)
- Airway bills
- Daily Shipment Schedule

*Do not use dry ice to freeze cryomats
Packing the White Sample Tube Box
Packing the White Sample Tube Box

- Segregating Tubes:
  - Samples should be segregated sample testing categories
  - Samples should be segregated by collection date
Packing the White Sample Tube Box

- Turn the short side of the rectangular box facing you.
- Place all 3 tubes from 1 donation together so that the red top tube is in the bottom edge of the box, with the pink and purple EDTA tubes directly behind.
Packing the White Sample Tube Box

- Begin at the left front corner and fill the box left to right, front to back
Examples of Correctly Packing Different Draw Dates and Categories
Packing the White Tube Box

- In Example 2 we see the addition of 10 Allogeneic donors with a draw date of 10/02/17 and 7 additional donors with a second collection date.

- Notice there are AT LEAST 2 sets of 3 empty tube spaces left between different draw dates.
Packing the White Tube Box

- This example shows Special Testing Samples added to the box. These samples can be placed anywhere as long as they are separated from routine donor samples by at least 2 sets of 3 empty tube spaces.

- Remember to include the applicable Special Testing Order Form for ST samples.
This example is a shipment of samples that have same collection date.

1. 18 samples with a draw date of 10/01/17.

R = red top tube
P= pink top tube
L= lavender top tube
These examples will utilize different sample categories

This example is a shipment of samples with two different collection dates.

2. 7 samples with draw date of 10/01/17 and 18 samples with draw date 10/02/17.

Note: there are two sets of three tube spaces left empty after the last category, before the samples are placed in the box.
3. The next batch in this shipment consists of 12 HCT/P donor samples with draw date of 10/01/17. Notice there are 2 sets of three tube spaces left empty after the last category, before the HCT/P samples are placed in the box.
4. This final example shows the addition of Special Testing samples being added to the box. They can be placed anywhere in the box as long as they are SEPARATED by at least 2 sets of three tubes spaces from the donor samples.
Packing Non-Donation Samples
Packing Non-Donation Samples

- Place Non-donation samples in Sample Box, leaving at least 2 sets of 3 tube spaces between Special Testing, and an HLA sample packed in the box.
Packing the White Sample Tube box

- Do not ship less than 15 fluid filled tubes in the White Sample Tube Box.
- Utilize water-filled tubes when necessary
Packing the Sample Shipping Container
Packing the Sample Shipping Container

Step 1: Place plastic bag inside E-97U shipping container
Packing the Sample Shipping Container

Step 2: Place 2 room temperature cryomats inside the plastic bag
Packing the Sample Shipping Container

Step 3: Place 2 absorbent pads on top of the room temperature cryomats inside the plastic bag

- Orient the absorbent pads with the blue side down, white side up towards the white sample box.
Packing the Sample Shipping Container

Step 4: Place the white sample tube box inside the plastic bag on top of the absorbent pads.
Step 5: Place 2 absorbent pads on top of the white sample tube box.

- Orient the absorbent pads on top of the sample box with the blue side up and absorbent white side down toward the white sample tube box.
Packing the Sample Shipping Container

Step 6: Place two frozen cryomats on top of the absorbent pads which are on top of the sample tube box.

- Store (stabilize) cryomats within range of -25C to -15C
- If 4 or more liquid filled compartments are devoid of fluid, discard cryomat
Packing the Sample Shipping Container

- Step 7 Twist the end of the bag until it is tightly sealed. Use a rubber band to keep it sealed.
Packing the Sample Shipping Container

Step 8: Place any Special Testing order forms into a resealable leak proof plastic bag. Place the plastic bag on top of the sealed sample tube box.
Packing the Sample Shipping Container

Step 9: Place the lid on the shipper
Step 10: Close the flaps on the shipper and fasten the belt
Job Aide
Packing Configuration for Sample Shipments to CTS

1. Obtain a large 4 Mil Plastic Bag. Place the bag inside E97U Shipping Container. Place 2 Room Temperature Cryomats on bottom of plastic bag.

2. Place 2 Absorbent Pads inside the plastic bag, on top of the Cryomat sheets. Orient the Absorbent Pads with the blue side down.

3. Place White Sample Tube Box inside the Plastic Bag, on top of Absorbent Pads and Cryomats.

4. Place 2 Absorbent Pads on top of Sample Tube Box. Orient the Absorbent Pads with the blue side up and the white side down, towards the Sample Tube Box.
5. Place 2 **frozen** Cryomat sheets on top of the Absorbent Pads.

6. Twist the end of the Plastic Bag until it is tightly sealed and use a rubber band to keep sealed.

7. Place leak proof plastic bag containing shipping documents inside shipper on top of Plastic Bag.

8. Insert the polyurethane panel on the E97U Shipper.

9. Close the flaps on the Shipper and fasten the Belt.
Steps for completing Shipping Label

- Affix air bill or ground shipping label to the TOP of the shipper.
- Only place labels on top of the shipper where the label placards are located.

Each shipper will have a label on the side indicating CTS’s 24 hour phone number.
Important notes

- Shipments are not Category B
- Sample are considered exempt human specimens
### CTS-00084 Daily Shipment Schedule

**Shipping Center:**

**First Shipping Box Packed Date:**

**Time:**

<table>
<thead>
<tr>
<th>Total Specimens Shipped</th>
<th>Other</th>
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<tbody>
<tr>
<td>DTL</td>
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<tr>
<td>Special Testing</td>
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<td></td>
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<tr>
<td>CCG</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Dept.</td>
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**Total Number of Shipping Boxes Sent:**

**Check box if you need more Shipping boxes:**

**Check box if you need OTS to stop Shipping Boxes:**

<table>
<thead>
<tr>
<th>Airline</th>
<th>Flight</th>
<th>Airbill</th>
<th>Arrival Time</th>
<th>UPS/FedEx Tracking #</th>
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**Comments:**
Transportation Of Donor Samples and CTS Notification

1. Please keep in mind that samples can remain in an E-97U shipping container up to 40 hours. If samples remain in an E-97U shipping container longer than 40 hours, the samples may be unacceptable for testing.

2. Fill out the Daily Shipment Schedule (CTS-00084) to document the following information and fax or email to CTS:
   - Total number of shipping boxes
   - Name of airline
   - Flight number
   - Airbill number
   - Expected arrival time

Note: If at any time, daily shipment schedule should change, notify the Accessioning staff at the appropriate laboratory.

Dallas lab fax- 817-412-6099
Phoenix lab fax- 602-343-7045
Tampa lab fax- 727-568-1231
<table>
<thead>
<tr>
<th>Revision</th>
<th>Implementation Date</th>
<th>Reason</th>
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| 08       | 08/17                | • Remove sample recon form references  
                                 • Updated format |
| 07       | 01/16                | • Revised to update the number of hours in transit. |
| 06       | 03/13                | • Revised due to e-order process |
| 05       | 10/11                | • Modified packing instructions for switch to pink top EDTA tubes |
| 04       | 01/10                | • Changed company name references from BSL to CTS |
| 03       | 08/09                | • Submit new bullet point under Packing Materials for good common practice to freeze for at least 24 hrs.  
                                 • Submit new bullet point under Packing the E-97U Sample Shipper regarding discard cryomat requirement |
| 02       | 02/09                | • Remove two bullets in Step 4 in Segregation of Samples |
| 01       | 12/07                | • Revised form, changed form name. Incorporated Barcode Contract ID information on form (eliminating use of label on form) |
| Initial Release | 04/04          | • Original release to website |
Questions?

Email them to CTS Client Service at

CTSCustomerService@MyCTS.org