

SHIPPING SPECIMENS IN A DUAL CHAMBERED KIT

The Dual Chambered Specimen Procurement Kit is constructed to allow shipment of frozen (on dry ice) and ambient (room temperature) specimens in the same container. **Dry ice may be placed in either compartment of the kit, but should not be put in both.**

1. Before specimens are placed into the Specimen Procurement Kit, they first need to be placed in three separate layers of packaging. Package the frozen specimens and the ambient specimens separately since they will be placed in separate compartments of the kit. Two sets of the biohazard and Tyvek diagnostic envelopes are provided in the kit for this purpose.
 - a. Place the specimens in zip lock bags. (Keep frozen and room temperature specimens separate.)
 - b. Place the zip lock bags in the plastic watertight biohazard diagnostic envelope along with the absorbent material (both are provided in the kit) and seal the envelope securely.
 - c. Place the clear plastic biohazard diagnostic envelope inside the pressure-proof Tyvek diagnostic envelope (also provided in the kit) and seal securely.
2. Frozen specimens such as *snap frozen tumor*, *OCT frozen tumor*, *serum* or *plasma* should be placed in one of the kit compartments filled with dry ice. Layer the bottom of the compartment with dry ice until it is approximately one-third full. Place the frozen specimens on top of the dry ice. Cover the specimens with the dry ice until the compartment is almost completely full. Place the Styrofoam lid on top to secure specimens during shipment.
3. Ambient temperature specimens such as formalin-fixed tissue, blocks, slides, bone marrow or blood should be shipped in the other kit compartment at room temperature. Remember to replace the Styrofoam lid on top of the kit compartment to secure specimens during shipment.
4. Place the transmittal form into the plastic bag that contained the kit instructions. Place the bag down in the space between the Styrofoam container and the outer wall of the kit.
5. Close the outer lid of the Specimen Procurement Kit and seal it with filament or other durable sealing tape.
6. Complete the preprinted Federal Express air-bill, insert it into the plastic pouch and attach the pouch to the top of the kit. Complete the dry ice label (UN 1845). Place the dry ice and Exempt Human Specimen labels on the side of the kit.

Ship the kit via Federal Express Priority Overnight using the BPC Federal Express Account number. Arrange for Federal Express pickup per your usual institutional procedure or by calling 1-800-238-5355. When requesting pickup, be sure to give the appropriate FedEx account number, but stress that pickup is at your institutional address.

The Specimen Procurement Kit may be shipped to the BPC on Monday-Thursday for Tuesday-Friday delivery. If specimens are collected on Friday, please store frozen specimens at -80°C or colder. Blood and bone marrow should be stored at 4° C (refrigerator). Please keep blocks and formalin-fixed tissue at room temperature until shipment on the next business day.

Biopathology Center Address

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*** Be sure to include the room number. Packages received without the room number may be returned to the sender.**