



NATIONWIDE CHILDREN'S

When your child needs a hospital, everything matters.™

Tissue Source Site (TSS) Shipment Checklist

Prior to Shipment or Biospecimen Transfer Training Session (BTTS)	☒
Select between 6-30 cases from patients with no prior systemic therapy or radiation to the TCGA tumor site	☐
Ensure solid tissues (tumor and/or normal tissue) are at least 30-100mg* (preferably 100mg, NOT including OCT)	☐
Ensure cases have blood-derived normal (2mls of whole blood, buffy coat, or 15ug DNA) or 15ug DNA from saliva	☐
Prepare frozen top-slides for solid tissues being submitted, H&E stain, and prepare digital images, if applicable.	☐
Pathology pre-screen using "TCGA TSS Path Review" as reference document	☐
Complete Case Quality Control Forms (CQCFs) within OpenClinica (OC) and Other Malignancy Form (OMF), if applicable.	☐
Ensure pathology report date of cancer sample procurement remains on path report and matches CQCF data	☐
Have PI QC and sign CQCFs and OMFs (if applicable)	☐
Upload complete, de-identified diagnostic pathology reports to OC or submit to your Lead Clinical Outreach Coordinator (LCOC)	☐
Notify your LCOC once at least 6 cases have been entered and signed in OC	☐
Complete one shipping manifest <i>per cancer type</i> electronically and e-mail to your LCOC prior to shipment date	☐

NOTE: ALL SAMPLES/MATERIAL COMING TO THE BCR SHOULD BE FREE OF ANY PATIENT IDENTIFIERS.

Shipment Day	☒
Ensure all samples going into the cryoport ¹ are labeled legibly using liquid nitrogen (LN ₂) resistant labels	☐
Ensure all vials designated for the cryoport are LN ₂ proof (i.e. no glass containers)	☐
Ensure all labeled samples (tumor, normal, and slides) match shipping manifest and OC (spaces, dashes, etc.) NOTE: Every submitted sample should have a unique identifier	☐
Have PI or designee sign shipping manifest	☐
Record arrival and departure temperature of cryoport on cryoport temperature log	☐
Load tumor and normal samples into cryoport	☐
Package shipping manifest and temperature log into lid of cryoport	☐
Secure cryoport lid and cryoshipper using zip ties according to reference pictures	☐
Place FedEx label on cryoshipper using supplied zip ties	☐
Place "exempt human specimen" sticker on outside of cryoshipper ²	☐
Package slides/images, and shipping manifest safely into a box separate from the cryoport	☐
Place FedEx label on slide box	☐

*The BCR will accept as little as 30mg, but keep in mind the cases may not pass through the BCR pipeline or may not be chosen for downstream analysis such as proteomics studies or whole genome amplification.

¹Cryoport – the metal container used to hold the specimens being shipped

²Cryoshipper – the plastic shell surrounding the cryoport