



Human Immune Monitoring Facility

Shipping Instructions

- 1) Please send a completed inventory of items to be received in an Excel spreadsheet by email
- 2) Ensure all samples to be sent are properly labeled individually with ALL relevant data
 - a. Example: Subject Number, Sample Type, Date, Time Point
- 3) Enclose all samples in a box (primary containment) and label with what the box contains
 - a. If large tubes (blood, urine, saliva) these can be enclosed in biohazard specimen bags (securely sealed) or in freezer boxes with divider removed
 - i. If shipping potentially infectious substances please wrap the primary containment in absorbent material
- 4) Enclose primary contained samples in a water tight plastic bag (secondary containment)
 - a. Large tubes should be placed in a second bag
- 5) Label secondary containment bag(s) with the contents therein
- 6) Ship all items in a Styrofoam shipping box inside of a cardboard box with dry ice
 - a. Ensure samples are completely surrounded by dry ice and packing material so as to prevent shifting of dry ice during shipment
 - b. Please follow all of your institutional requirements and FedEx requirements for shipping on dry ice
 - i. <https://www.fedex.com/content/dam/fedex/apac-asia-pacific/downloads/fedex-dry-ice-job-aid-en-jp.pdf>
- 7) When ready, and 24 hours before you plan to ship, please request a shipping label
 - a. Provide sender address, shipping box dimensions, and approximate weights
 - b. Shipping will be Priority Overnight
- 8) Attach shipping label and ensure package is given to FedEx in time for overnight delivery
- 9) You will be notified when HIMF receives your shipment. Your shipment will be inventoried within 5 business days and you will be notified of any missing samples.

Any questions should be directed to:

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Thank you for using The HIMF at The University of Arizona!