**SAMPLE SHIPPING PROTOCOL**

**I. SAMPLES COLLECTED IN THE CLINIC**

* Ideally samples collected in the clinic will be sent in 1.5 or 2 mL cryovials. Samples must be frozen at -80°C.
* All samples must be clearly labeled and the outside of the tubes must be clean (no tissue or sample on the surface of the tube).
* Complete the Sample Shipping Sheet.
* Place the tubes inside a Biohazard Specimen Bag containing absorbent pads (they may be in a box but the box needs to be placed in the Bag).
* Place the Specimen Bag and the shipping manifest (in a Ziploc bag) inside a Styrofoam container containing enough crushed dry ice for the trip.
* Tape around the top of Styrofoam box. Place the Styrofoam box within a cardboard secondary container. Use both a Category B (UN 3373) and Dry Ice (UN 1845) labels on the outside of the box.
* Send the samples by FedEx overnight to:

Keehoon Lee (TIMC)

TGen North

3051 W. Shamrell Blvd, Suite 106

Flagstaff, AZ 86005

* Send an email to microbiomeservices@tgen.org to alert us that samples are coming and provide us with the FedEx tracking number.
* DO NOT ship on a Thursday or Friday.
* If you have any questions call Bethine Moore at 602-343-8530

**II. SAMPLES COLLECTED IN DNA GENOTEK KITS (at home or in the clinic)**

These samples can be sent at ambient temperature by FedEx. Shipping instructions are included with the instructions for sample collection with the Genotek kits.

* For samples collected by the patient at home, a collection kit including a biohazard bag and a shipping box will be provided.
* For samples that are collected within or returned to the clinic, they can be sent to TGen North in batches. Be sure each sample is labeled and create a shipping manifest listing the date, the sender and the sample names.
* Place the tubes in Biohazard Specimen Bags containing absorbent pads, then place the Bags in a suitable size box with packing paper to make sure that Bags are secure in the box. If it is the middle of the summer it is advisable to include frozen cold packs in the box and send the samples in a Styrofoam box within a cardboard secondary container.
* Include the sample manifest with the samples.
* Use a Category B (UN 3373) label on the outside of the box.
* Send the samples by FedEx overnight to:

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