

Guidance Sheet 13b: Sample shipment

General information

- The following is guidance on how to package AZTEC trial clinical specimens for shipment with DX courier. It is important the packaging provided is used and each step followed, as this is compliant with the appropriate regulations (UN3373, Biological substances Category B).
- If you are running low on packaging materials, please contact the AZTEC team at the Centre for Trials Research (AZTEC@Cardiff.ac.uk). Please order in plenty of time as the resupply can take up to a week.
- If you experience any issues with the process, or with DX courier, please contact the AZTEC trial manager (LoweJ3@Cardiff.ac.uk, Tel 029 2068 7990).

Procedure

- Materials required:
 - Parafilm tape
 - 50ml Absorbent sheet
 - Blue top secondary container
 - Bubble wrap pouch
 - External cardboard container
 - Green sack and zip tie
- Complete an **AZTEC sample transfer form** noting the study ID of the baby ("AZ" followed by 2-digit site identifier, and 2-digit baby identifier e.g. "AZ1101"), sample timepoint, and date obtained for each sample
- Please **fax/email a copy** of the sample transfer form back to Cardiff as instructed on the form
- It is acceptable to package more than one sample together, including from different babies. Multiple types of samples (e.g. NPA, stool) can be also be included.
 - 1) Ensure that the lid to each sample is **secured tightly**, and the **label** is completed with all relevant information
 - 2) Stretch parafilm tape around the seal between the lid and sample container- two sections (as marked on the backing paper) are sufficient for the process.



- 3) Place the sample tube(s) within the bubble wrap pouch and insert the absorbent sheet. Seal the pouch using the adhesive strip. Multiple samples can be placed within the same pouch provided that the total volume does not exceed 50ml.

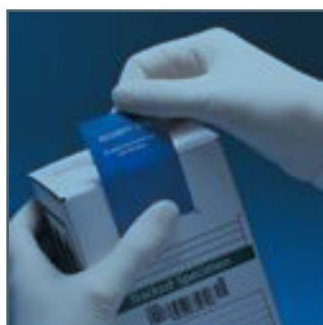


- 4) Roll the pouch in to a cylindrical shape and place it into the secondary container- secure the lid

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5) Place the secondary container into the external cardboard carton, and place the sample transfer form between secondary container and the external carton



6) Apply the tamper seal. Please do not use any other form of tape.

7) Complete and attach the DX tracked specimen label to the package

8) Recipient's details:

Dr Lei Zhang
Cardiff University
5FT177 Main Building
University Hospital of Wales
DX number: 335001
DX Exchange: Cardiff 94 CF

a. Senders details:

Please **use the same** details as
for the recipient details
Tel number: 029 2068 7990



The image shows a DX Tracked Specimen label. At the top, it says 'Sender's DX details' and 'ABO Hospital'. Below that, it has 'DX No: BK 4001234' and 'Exchange: Birmingham'. There is a barcode with the number '0060 47' and '503 000 221 556'. A yellow box on the right says 'AFFIX DX TRACKING LABEL HERE:'. Below the barcode, it says 'SENDER: PLEASE DO NOT OBSCURE OR REMOVE'. There are fields for 'Recipient's Name', 'Hospital / Lab / Site Name', 'DX Number', and 'Exchange'. At the bottom, it says 'For further information on our Tracked Specimens service please call 01753 431 669' and '503 000 221 556' with the DX logo.

9) Remove the peel-off sticker from the tracking label (bottom left corner, not the main barcode sticker), attach this to the **Sample Transfer Form** and complete the additional dispatch details. This is your record of the samples you have sent.

10) Place all cartons in a **green sack** (even if there is only one), and seal with the black zip-tie provided. Take the sample to your exchange location for collection.

11) Please package and send samples **as soon as possible** (the same or next day). Do not wait for the next sampling timepoint (e.g. after baseline samples, do not wait for day 5 samples).