

**SJÖGREN'S INTERNATIONAL COLLABORATIVE CLINICAL ALLIANCE (SICCA)
BIOREPOSITORY AND DATA REGISTRY
SHIPPING AND INVENTORY**

SICCA Dissemination

A request for SICCA specimens will be sent to ASB data manager for retrieval and shipment. ASB data manager will send the request to ASB Director and Co-Director for approval. Once approved the request will be assigned a specimen requisition number and placed into the queue. ASB data manager will prepare a specimen requisition report. The report will have the ASB accession number; freezer and freezer rack number, box number, row and column, specimen type, and amount to retrieve. The data manager will also insure that the specimen requested is not depleted. The data manager will contact the SICCA Co-Directors to ask if the last vial can be pulled or substitute another specimen if possible. SICCA data manager will provide ASB data manager a list of alternative specimens to retrieve if the Co-Directors are reluctant to deplete the last vial of a particular specimen. Specimen requests will take 2-4 weeks after it has been approved. Specimens that require sub-aliquoting or sectioning will take longer to process.

Retrieval

A staff member will go to Oyster Point and/or ASB Parnassus laboratory to retrieve specimens as documented on a specimen requisition report. During the retrieval process, it is essential that frozen specimens remain frozen (e.g., specimens stored at -80 or liquid nitrogen will be kept on dry ice during the retrieval process.) Once the frozen specimens have been pulled they are placed into -80 or liquid nitrogen for storage at the Parnassus lab. Prior to shipping the specimens, ASB staff will confirm that all requisitioned specimens have been accounted for. Quality controls checks will be performed to confirm that all specimens listed on requisition have been retrieved.

Once a shipment has been checked thoroughly, the recipient of the shipment is contacted to verify the name of the recipient, shipping address, and account number to use for payment of the Federal Express, World Courier, or United Parcel Service (UPS) shipment.

Thawing and aliquoting specimens

Large volume specimens such as serum or plasma may need to be thawed and have a sub-aliquot taken. If a specimen requires sub-aliquoting, the sample will be thawed for a brief period. The proper pipette and sterile tip is determined by the required amount

request (e.g., 100µl or 25µl). A different pipette tip must be used for each specimen. SICCA whole and parotid saliva are stored in small aliquots (250 µl or less) and may not require sub-aliquoting. SICCA peripheral blood mononuclear cells (PBMCs) will not be sub-aliquoted due to viability issues of the PBMCs once they are thawed.

Salivary glands – frozen or paraffin embedded tissues

Salivary glands will be shipped whole due to the small size of the glands. However, if an investigator requests frozen or paraffin sections, we will send the frozen or paraffin embedded glands to a histology lab for sectioning.

DNA

SICCA DNA is stored at Dr. Lisa Barcellos' laboratory. If there is a request for SICCA DNA samples, the SICCA data manager will send the request to Dr. Barcellos's laboratory for subaliquoting and shipping.

Shipments

Packaging and shipping will conform to Federal government's requirements. Air shipment must conform to the International Air Transport Association (IATA) requirements. Ground shipments will conform to federal standards. Personnel involved with shipping biological samples must be trained and certified for air and ground shipments. UCSF's Environmental Health and Safety (EHS) department requires that UCSF staff must take an on line shipping course every two years in order to be certified to ship biological specimens.

Frozen specimens: All frozen specimens for SICCA are shipped as "Diagnostic" specimens because they are non-infectious. However, since the specimens are shipped on dry ice, they are considered "Dangerous Goods".

Packaging and shipment of frozen specimens from the SICCA biorepository are to adhere to IATA requirements.

Packaging

Specimens to be shipped must have **primary** and **secondary** packaging. The vial containing specimen is considered the primary container. Diagnostic Pack STP 740, which qualifies as a secondary container is water tight and **certified**. The pack is comprised of an inner leak-proof plastic bag and a Tyvek envelope. See photos on the following page.



Example of a Primary Container

Photo of a Secondary Container

1. Remove specimens from freezer.
2. Place a rubber band around box and place piece of absorbant material underneath rubber band.
3. Place box inside watertight plastic bag and seal.
4. Place the plastic bag with the box of specimens inside second envelope and seal. The second envelope is made of tyvek.
5. Weigh each completed sealed envelope and document weight (you will need this information later).
6. Weigh and place dry ice on bottom of certified box. Document weight of dry ice before placing it in box.
7. Place **sealed envelope(s)** containing box of specimens inside certified box on top of dry ice.
8. Now continue to weigh and place dry ice around and on top of specimens. Always documenting the weight of dry ice as you go.
9. Once you are done with packing up the box place as much dry ice around the boxes and up to the top of the Styrofoam box. Most of our shipments will use between 10-20 pounds of dry ice, depending on the size of the shipper. Place the Styrofoam lid on the top of box but do not tape the Styrofoam box because gas will build up inside the box and the gas must escape.



10. Place any accompanying paperwork on top of the Styrofoam lid, this includes a printout of the excel spreadsheet (s) containing the electronic manifest.
11. Seal up box and tape up with packing tape. See photo on the following page.



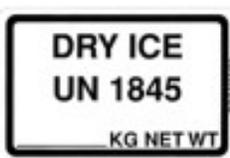
Labeling on Package – the outer package must have the following labels:

- Class 9 sticker
Dry ice, Wt. ___
- UN 3373 label
- UN 1845
- Diagnostic specimens
- Airplane
- Biohazard
- Shippers address, phone number, and contact person
- Recipients address, phone number, and contact person
- 24 hour emergency contact phone number

All of these labels must be placed on the outer certified box.



Class 9 label



UN 1845 label



UN 3373 label

Paperwork Required

- Airway bill – Federal Express, UPS or World Courier
- Commercial invoice –for foreign shipments
- Export Permits or other documentation required by each international site

Make copies of paperwork in case any questions come up regarding the contents or handling of the package. Be sure to record the airway bill number. Use the Shipment Check List for review.

When you set up the airway bill on line be sure to enter the recipient and your email addresses. This will notify both of you when the shipment has been picked up from the SICCA repository and delivered they next to the recipient. Call courier to pick up package. Call and email recipient to inform them of the shipment. Ask the recipient to email you once the shipment has arrived.

Notify Recipient and Yvonne (yvonne.desouza@ucsf.edu) and Danielle (danielle.drury@ucsf.edu) of shipment and tracking number. Foreign shipments should be made on a **Monday or Tuesday only**. Shipments will take 2-3 days to arrive. Domestic shipments can be made Monday-Wednesday. All shipments are priority overnight. Do not ship before or during a US holiday.

PARAFFIN BLOCKS & SLIDES: Paraffin blocks should be packaged in padded envelopes and shipped to the requestor. The slides must be in cardboard or plastic slide holders. These shipments are shipped by Federal express (2-day). Contact recipient prior to shipment to insure that someone will receive the blocks or slides.



Specimen Repository Database

Once a shipment is made the ASB data manager will update the database to reflect the amounts that have been shipped (e.g., participant xyz had 5ml of sera in the repository and they now have a remaining balance of 4.5 ml). The database will also record where the specimen(s) were sent.