

SDC Figure 3. Bioburden Tissue Sample Shipping Procedures

Labeling Sample Collection Containers

The Research Coordinator should use either a ball-point pen or a permanent non-smearing marker to write in the appropriate patient identifier code (provided by REDCap) on the three sample containers (Composite Sample, Deep Tissue Sample and Soft Tissue Sample) as well as the glass Clinical Microbiology Sample. See Example Below:

BIO - _ _ _ _ - _ _ _ _ _

Recording Sample Collection Kit Number and Type

Each kit will have a unique identifier located on the back side of the box (see example below):

I- _ _ _ _ _ (Initial Kit Sample Collection)
R- _ _ _ _ _ (Re-Admission Kit Sample Collection)

This number should be recorded on the Index Hospitalization Form.

Packaging Tissue Samples for Shipping

Once all the samples have been obtained, be sure each sample container has the correct patient ID written in ball-point pen or a permanent non-smearing marker. Place the Clinical Microbiology glass tube into the Tear Tech Tube Shuttle and seal the shuttle bag. Wrap the tube shuttle with bubble wrap and place the tube shuttle. Next, place all three color coded sample containers into the 95-kPa Specimen Transport Bag and seal the bag. Place the remaining bubble wrap in the bottom of the THERAPAK box and then place the 95-KPa Specimen Transport Bag in and cover with remaining bubble wrap. Prior to sealing the box the Research Coordinator will fill out the THERAPAK List of Contents (blue card) and check the following options:

- Diagnostic Specimens
- Glass and/or Plastic Tubes
- Tube Separator Bag (s)
- Absorbent Pad (s)
- Transport Media or Preservative

Place the List of Contents (blue card) between the outside of the box and the packaging. Seal the box with the one large piece of clear tape provided. Make sure to input the box identification number onto the correct form.

Before closing, fill out the Yellow Sample Card. Fill out the card as accurately as possible.

- Date: MM/DD/YY
- Time: (in Hours and Minutes Military Time)

Labeling the FedEx Air Bill

The pre-printed and pre-paid FedEx bill will be located with the Sample Kit. All required information will be pre-printed and site specific. The Sample collection kit should be shipped FedEx Priority Overnight

NOTE: If you will be shipping samples on Friday you will need to check Section 6 on the airbill–Special Handling and Delivery Signature Options. “Saturday Delivery”

Once the FedEx US Airbill is Complete based on sample collection day, tear off the first page of the Airbill and place in patient binder.

Next, place the FedEx Airbill inside clear FedEx protective adhesive pouch and attach to the Sample Collection box.

After Hours Sample Collection Shipping Procedures

If the sample has been collected during business hours and packaged by the Research Coordinator but cannot be shipped the same day because the FedEx last pick-up has already passed, the Research Coordinator will store the packaged sample in a refrigerated unit until morning when the sample can then be picked up by FedEx. If the sample is collected after business hours or on the weekend and the Research Coordinator is NOT available to package the samples, the surgeon or designated clinician will collect the samples and store them in a refrigerated unit until morning at which time the Research Coordinator certified in shipping UN3373 Category B substances will then package the samples appropriately and ship them at the earliest FedEx pickup available at the site.

Handling Shipping Returns

To prevent lost packages and returns, stickers with site contact information and the contact information for the central laboratory will be adhered to the box in case the Airbill comes loose. In the event that a shipment is returned, the Research Coordinator should re-ship to the central laboratory even if the samples may no longer be viable.

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