

Study ABC

AMBIENT Packaging (Asia – Q² Solutions Singapore)

1. Select the appropriate protocol visit – specific kit & COMPLETE the entire requisition form.

Note: patient identifying information should not be included on the requisition.



2. Collect the sample(s). Centrifuge & transfer to appropriate transfer tube(s), if required. Place tubes into the absorbent tube holder. Place urine tube(s) in plastic bag(s), if applicable.



3. Place tube holder & urine tube(s) into the front pouch of the Specimen Shipping Bag (SSB), & place requisition form into the back pouch. Seal bag.

Front



Back



4. Place sealed SSB between layers of Gel Wrap* then into Foil Bag**. Seal bag. Note, two SSBs can be shipped in one Foil Bag per shipper.



5. Place Foil Bag into Shipper with IATA contents card. Attach air waybill to outside of box.



*Please refer to Laboratory Manual for Gel Wrap handling instruction

**Instructions may vary slightly - Please also refer to the details included with the materials provided to site

Study ABC

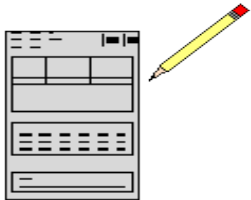
FROZEN Packaging (Asia - Q² Solutions Singapore)

1.



Select the appropriate Protocol Visit-Specific Kit.

2.



COMPLETE the entire Requisition Form.

3.

Collect the sample(s). Centrifuge & transfer to appropriate transfer tube(s), if required. Ensure all caps are secure. Place tubes into the absorbent tube holder and then into Specimen shipping bag (SSB). Seal SSB and place requisition form into the back pouch.



4.

Place SSB and dry ice (20 lb or 10 kg) into bottom of shipper. For batch shipping, multiple SSB's or a cryobox (if supplied) may be placed in one frozen shipper.



• [Dry Ice](#)

• [Samples](#)

5.

Place the foam lid on the insulated container. Place the IATA contents card on top of the foam lid and secure shipper flaps.

Attach air waybill to outside of box.

Indicate amount of dry ice and shipper information on outside shipper label.



Study ABC

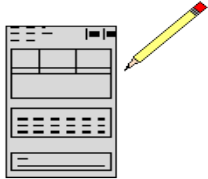
COMBO Packaging (Asia - Q² Solutions Singapore)

1.



Select the appropriate Protocol
Visit-Specific Kit

2.



COMPLETE the entire Requisition Form.

3.

Place vial tube holders into separate Specimen Shipping Bag (SSB) – one for frozen and one for ambient. For ambient samples only, place completed requisition form into the back pouch. Seal bags.



4.

***AMBIENT SAMPLES** - Place the sealed SSB with the ambient specimens between the two layers of the gel wrap. [NOTE – when used within the Combination shipper, the gel wrap should be used ambient year round.] Then, place the gel-wrapped SSB into the top section of the combination shipper, and cover with lid.

***FROZEN SAMPLES** – Place the sealed SSB in the bottom section of the combination shipper and cover with 4kg of dry ice. Place foam lid over.



• Dry Ice

• Samples

5.

Place the appropriate copy of the requisition, along with the IATA List of Contents Card, on top of the foam lid. Secure shipper flaps with tape. Attach air waybill to outside of box.

Indicate the amount of dry ice and shipper information on outside black & white shipper label.

AMBIENT



FROZEN



Note: SSB = Specimen Sample Bag

REFRIGERATED Packaging (Asia - Q² Solutions Singapore)

1. Select the appropriate protocol visit – specific kit **COMPLETE** the entire requisition form.

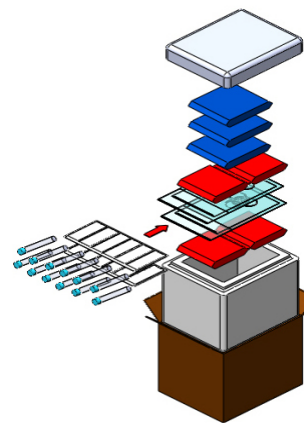


2. Collect sample(s) & process tubes according to instructions on the requisition form. Place tubes into the absorbent tube holder & place urine tube(s) in plastic bag(s), if applicable. Place tube holder & urine tube(s) into the front pouch of the Specimen Shipping Bag (SSB), & place requisition form into the back pouch. Seal bag.

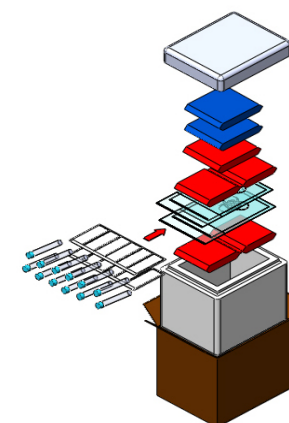


3. Pack the shipper according to the steps below:

1. Remove the Lid & Gel Packs from the Cooler.
2. Condition Gel Packs, per the Conditioning Instructions.
3. Fill & seal the vials & place them inside the SSBs.
4. Place 1 Chilled 675g Gel Pack into the Cooler.
5. Place the filled two SSBs on top of the Gel Pack.
6. Place 1 Chilled 675g Gel Pack into the Cooler on top of the SSBs.
- 7a. Summer pack-out: Place 3 Frozen 500g Gel Packs on top of the Refrigerated gel pack
- 7b. Winter pack-out: Place 2 Frozen 500g Gel Packs on top of the Chilled gel pack
8. Place the Lid back on the Cooler, & place the IATA content card on top.
9. Close & seal the Outer Carton for shipment. Attach air waybill to outside of box.



**SUMMER
CONFIGURATION**
(When the shipper is exposed to
temperatures greater than 15°C (59°F),
at the point of origin)



**WINTER
CONFIGURATION**
(When the shipper is exposed to
temperatures less than 15°C (59°F),
at the point of origin)

Conditioning Requirements

NOTE: It is not necessary to separate the gel from their sleeves.

Frozen Gel Packs (shown in blue)

1. Place the Gel Packs into a freezer set at -20° C.
2. Let Gel Packs remain in the freezer for 72 hours before using.
3. Let the Gel Packs remain at room temperature for 30 minutes before using.

Refrigerated Gel Packs (shown in red)

1. Place the Gel Packs into a refrigerator set at +5° C.
2. Let Gel Packs remain in the refrigerator for 72 hours before using.

Study ABC

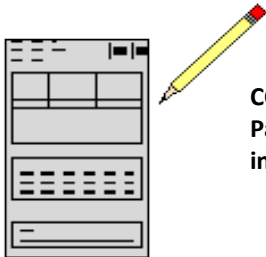
AMBIENT Packaging (China - Q² Solutions Beijing)

1.



Select the appropriate Protocol Visit - Specific Kit.

2.



COMPLETE the entire Requisition Form. Patient Identifying Information should not be included on the requisition form.

3.

Collect the sample(s) and centrifuge and transfer to appropriate transfer tube(s), if required. Place tubes into the absorbent tube holder. Place Urine tube(s) in plastic bag(s), if applicable.



4.

Place tube holder and urine tube(s) into the front pouch of the SSB, and requisition into the back pouch. Seal bag.



5.

Place sealed SSB in ambient shipper box when everything is completed.



Note: SSB = Specimen Sample Bag

Study ABC

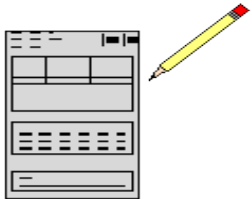
FROZEN Packaging (China - Q² Solutions Beijing)

1.



Select the appropriate Protocol Visit-Specific Kit.

2.



COMPLETE the entire Requisition Form. Patient Identifying Information should not be included on the requisition form.

3.

Ensure all caps are secure. Place in vial tube holder and then in SSB. Seal SSB.



4.

Place SSB and sufficient dry ice into bottom of shipper. For batch shipping, multiple SSBs or a cryobox (if supplied) may be placed in one frozen shipper.



• Dry Ice

• Samples

Note: There are 2 types of shippers provided by City56
Place 2 SSBs or 1 cryobox into 6 Kgs dry ice shipper
Place 5 SSBs or 2 cryoboxes into 11 kgs dry ice shipper

5.

Place the foam lid on the insulated container. Place the requisitions on top of the foam lid and secure shipper flaps with tape.

Attach air waybill to outside of box.

Indicate amount of dry ice and shipper information on outside shipper label.



Note: SSB = Specimen Sample Bag
Steps 4 and 5 are completed by courier

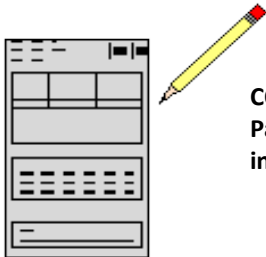
REFRIGERATED Packaging (China - Q² Solutions Beijing)

1.



Select the appropriate Protocol Visit -
Specific Kit.

2.



COMPLETE the entire Requisition Form.
Patient Identifying Information should not be
included on the requisition form.

3.

Collect the sample(s) and centrifuge and transfer to
appropriate transfer tube(s), if required. Place tubes into
the absorbent tube holder. Place Urine tube(s) in plastic
bag(s), if applicable.



4.

Place tube holder and urine tube(s) into the
front pouch of the SSB, and requisition into
the back pouch. Seal bag.



5.

Place sealed SSB in refrigerated shipper box when everything
is completed.



Note: SSB = Specimen Sample Bag
Steps 5 to be completed by courier

Study ABC

AMBIENT Packaging (India)

1. Select the appropriate protocol visit – specific kit & **COMPLETE** the entire requisition form.
Note: patient identifying information should not be included on the requisition.



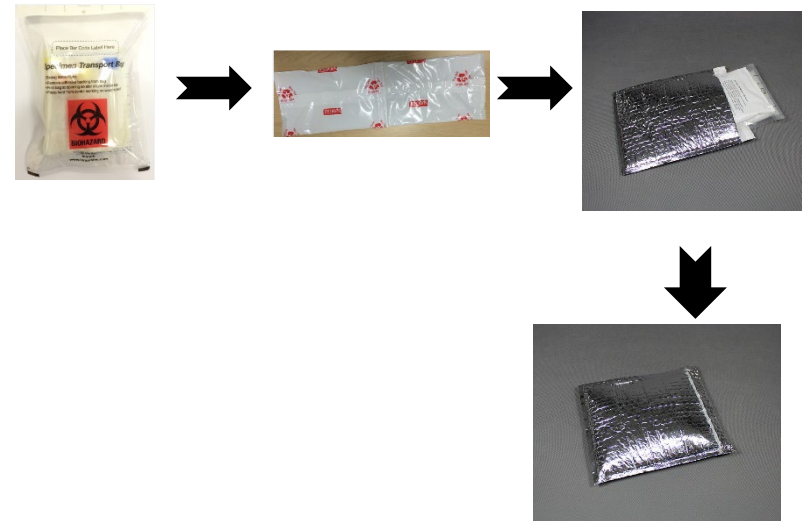
2. Collect the sample(s). Centrifuge & transfer to appropriate transfer tube(s), if required. Place tubes into the absorbent tube holder. Place urine tube(s) in plastic bag(s), if applicable.



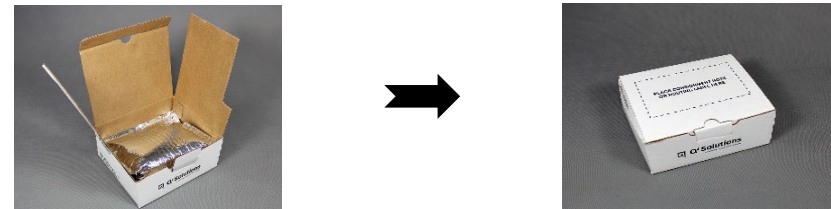
3. Place tube holder and urine tube(s) between insulated foam sheet, then into the front pouch of the Specimen Shipping Bag (SSB), & place requisition form into the back pouch. Seal bag.



4. Place sealed SSB between layers of Gel Wrap* then into Foil Bag. Seal bag. Note, two SSBs can be shipped in one Foil Bag per shipper.



5. Place Foil Bag into Shipper with IATA contents card. Attach air waybill to outside of box.



***Please refer to Laboratory Manual for Gel Wrap handling instruction**

Study ABC

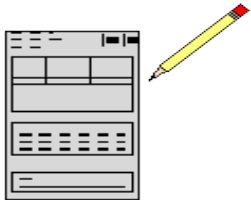
FROZEN Packaging (India)

1.



Select the appropriate Protocol Visit-Specific Kit.

2.



COMPLETE the entire Requisition Form.

3.

Collect the sample(s). Centrifuge & transfer to appropriate transfer tube(s), if required. Ensure all caps are secure. Place tubes into the absorbent tube holder and then into Specimen shipping bag (SSB). Seal SSB and place requisition form into the back pouch.



4.

Place SSB and dry ice (20 lb or 10 kg) into bottom of shipper. For batch shipping, multiple SSB's or a cryobox (if supplied) may be placed in one frozen shipper.



• [Dry Ice](#)

• [Samples](#)

5.

Place the foam lid on the insulated container. Place the IATA contents card on top of the foam lid and secure shipper flaps.

Attach air waybill to outside of box.

Indicate amount of dry ice and shipper information on outside shipper label.



Study ABC

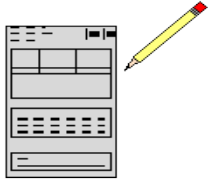
COMBO Packaging (India)

1.



Select the appropriate Protocol
Visit-Specific Kit

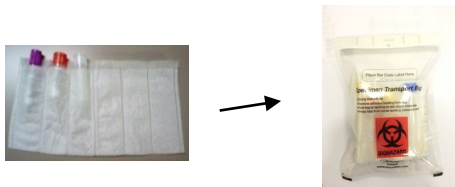
2.



COMPLETE the entire Requisition Form.

3.

Place vial tube holders into separate Specimen Shipping Bag (SSB) – one for frozen and one for ambient. For ambient samples only, place completed requisition form into the back pouch. Seal bags.



4.

***AMBIENT SAMPLES** - Place the sealed SSB with the ambient specimens between the two layers of the gel wrap. [NOTE – when used within the Combination shipper, the gel wrap should be used ambient year round.] Then, place the gel-wrapped SSB into the top section of the combination shipper, and cover with lid.

***FROZEN SAMPLES** – Place the sealed SSB in the bottom section of the combination shipper and cover with 4kg of dry ice. Place foam lid over.



• [Dry Ice](#)

• [Samples](#)

5.

Place the appropriate copy of the requisition, along with the IATA List of Contents Card, on top of the foam lid. Secure shipper flaps with tape. Attach air waybill to outside of box.

Indicate the amount of dry ice and shipper information on outside black & white shipper label.

AMBIENT

FROZEN



Note: SSB = Specimen Sample Bag

REFRIGERATED Packaging (India)

1. Select the appropriate protocol visit – specific kit COMPLETE the entire requisition form.

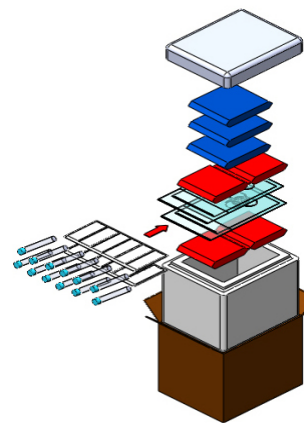


2. Collect sample(s) & process tubes according to instructions on the requisition form. Place tubes into the absorbent tube holder & place urine tube(s) in plastic bag(s), if applicable. Place tube holder & urine tube(s) into the front pouch of the Specimen Shipping Bag (SSB), & place requisition form into the back pouch. Seal bag.

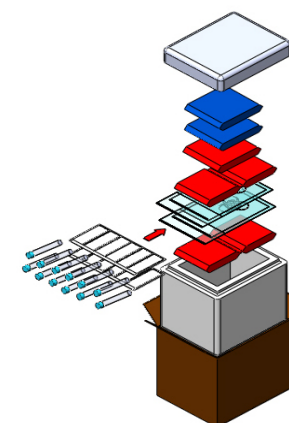


3. Pack the shipper according to the steps below:

1. Remove the Lid & Gel Packs from the Cooler.
2. Condition Gel Packs, per the Conditioning Instructions.
3. Fill & seal the vials & place them inside the SSBs.
4. Place 1 Chilled 675g Gel Pack into the Cooler.
5. Place the filled two SSBs on top of the Gel Pack.
6. Place 1 Chilled 675g Gel Pack into the Cooler on top of the SSBs.
- 7a. Summer pack-out: Place 3 Frozen 500g Gel Packs on top of the Refrigerated gel pack
- 7b. Winter pack-out: Place 2 Frozen 500g Gel Packs on top of the Chilled gel pack
8. Place the Lid back on the Cooler, & place the IATA content card on top.
9. Close & seal the Outer Carton for shipment. Attach air waybill to outside of box.



**SUMMER
CONFIGURATION**
(When the shipper is exposed to
temperatures greater than 15°C (59°F),
at the point of origin)



**WINTER
CONFIGURATION**
(When the shipper is exposed to
temperatures less than 15°C (59°F),
at the point of origin)

Conditioning Requirements

NOTE: It is not necessary to separate the gel from their sleeves.

Frozen Gel Packs (shown in blue)

1. Place the Gel Packs into a freezer set at -20° C.
2. Let Gel Packs remain in the freezer for 72 hours before using.
3. Let the Gel Packs remain at room temperature for 30 minutes before using.

Refrigerated Gel Packs (shown in red)

1. Place the Gel Packs into a refrigerator set at +5° C.
2. Let Gel Packs remain in the refrigerator for 72 hours before using.

Please remove this text box and insert client logo (go to 'View' then 'Slide master' and scroll up to first slide)

Study ABC

Step 1 ~ 4 and 12
Completed by site

AMBIENT Packaging – TNT (JAPAN)

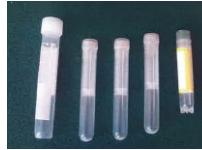
Step 5 ~ 11 and 13
Completed by TNT



1. Select the appropriate Protocol Visit-Specific Kit.

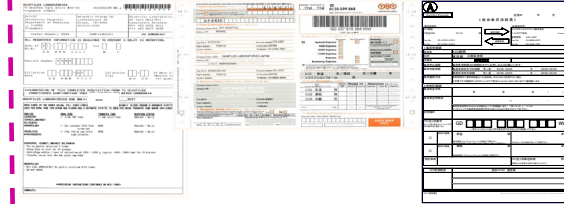


2. COMPLETE the entire Requisition Form.



3. Collect the sample(s), centrifuge and transfer (if applicable) to appropriate transfer tube(s).

4. Pass ambient samples and requisition form to TNT, with indication of appropriate temperature.



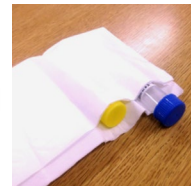
5. Verify the protocol name on the requisition form and TNT AWB matches with TNT Fax Order Form (FOF)



9. Place SSB into Ambient Box equipped with Cold/Heat Storage Agent at back of lid and bottom of the box



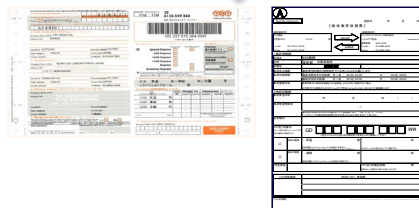
8. Place the tube holder into Specimen Shipping Bag (SSB) and seal. Insert requisition form and TNT AWB into a back pocket of SSB



7. Check accession number and patient ID on requisition form to correspond with the tube label. Place the tube(s) into the absorbent tube holder



6. Count total number of requisition form and tubes, and write the quantity on the TNT AWB



10. Verify if quantity of requisition form and tubes matches with the request. If there is any discrepancy, confirm with the Site Coordinator

11. Confirm there is no missing information. TNT to sign date and time, then ask site coordinator to sign

12. Site to confirm the quantity of tube(s) passed to TNT matches with the quantity indicated on the TNT AWB. Sign the form and retain the backup page of the form



(Transportation)

13. Consolidate into transportation box at designated hub, and ship to Q² Solutions. In some area, samples are to be picked up in the transportation box

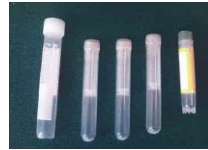
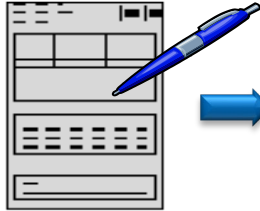
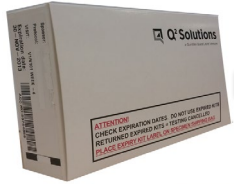
Please remove this text box and insert client logo (go to 'View' then 'Slide master' and scroll up to first slide)

Study ABC

Step 1 ~ 4, and 12
Completed by site

FROZEN Packaging – TNT (JAPAN)

Step 5 ~ 11 and 13
Completed by TNT



1. Select the appropriate Protocol Visit-Specific Kit

2. COMPLETE the entire Requisition Form.

3. Collect the sample(s), centrifuge and transfer (if applicable) to appropriate transfer tube(s).

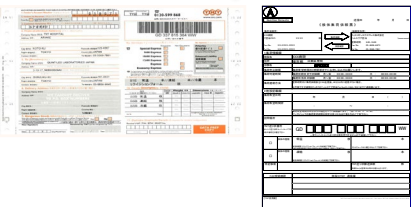
4. Pass frozen samples and requisition form to TNT, with indication of appropriate temperature.



5. Verify the protocol name on the requisition form and TNT AWB matches with TNT Fax Order Form (FOF)



9. Place SSB into Frozen Box and fill the box with 3.5 Kg of Dry ice on top of SSB



11. Confirm there is no missing information. TNT to sign date and time, then ask site coordinator to sign

12. Site to confirm the quantity of tube(s) passed to TNT matches with the quantity indicated on the TNT AWB. Sign the form and retain the backup page of the form

Consolidation



(Transportation)

13. Consolidate into transportation box at designated hub, and ship to Q² Solutions. In some area, samples are to be picked up in the transportation box

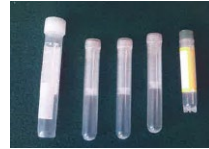
Please remove this text box and insert client logo (go to 'View' then 'Slide master' and scroll up to first slide)

Study ABC

Step 1 – 4, and 12
Completed by site

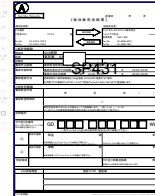
REFRIGERATED Packaging – TNT (JAPAN)

Step 5 ~ 11 and 13
Completed by TNT



3. Collect the sample(s), centrifuge and transfer (if applicable) to appropriate transfer tube(s).

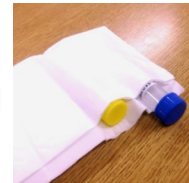
4. Pass refrigerated samples and requisition form to TNT, with indication of appropriate temperature.



5. Verify the protocol name on the requisition form and TNT AWB matches with TNT Fax Order Form (FOF)



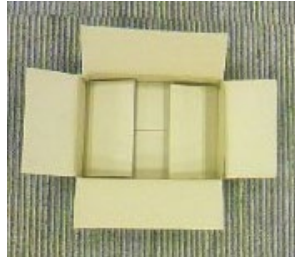
6. Count total number of requisition form and tubes, and write the quantity on the TNT AWB



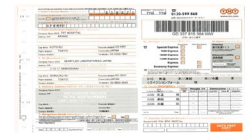
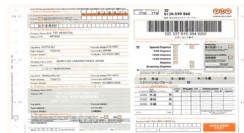
7. Check accession number and patient ID on requisition form to correspond with the tube label. Place the tube(s) into the absorbent tube holder



8. Place the tube holder into Specimen Shipping Bag (SSB) and seal. Insert requisition form into a back pocket of SSB. TNT AWB will not be placed into the back pocket



9. Place the bubble wrap containing SSB and requisition form into packing box. 1 patient sample per 1 box.



11. Confirm there is no missing information. TNT to sign date and time, then ask site coordinator to sign

12. Site to confirm the quantity of tube(s) passed to TNT matches with the quantity indicated on the TNT AWB. Sign the form and retain the backup page of the form

13. Close the lid, place TNT AWB into vinyl pocket and attach it on the shipper box. Hand write AWB# with permanent marker on shipper box.

Please remove this text box and insert client logo (go to 'View' then 'Slide master' and scroll up to first slide)

Study ABC

Step 1 – 3

Completed by site

AMBIENT Packaging – MARKEN (JAPAN)

Step 4 – 8

Completed by MARKEN



1. Select the appropriate Visit-Specific Kit



2. COMPLETE the entire Requisition Form.



3. Collect the sample(s), centrifuge and transfer (if applicable) to appropriate transfer tube (s). Hand ambient samples to MARKEN with requisition form.



4. Place tube(s) into the Vial tube holder.



7. Place SSB with Gel Wrap into a bubble wrap (bag), and pack into MARKEN shipper box.



6. Place Gel Wrap which is supplied into MARKEN shipper box over the SSB with samples and fold into half.



5. Place tube holder into Specimen Shipping Bag (SSB) and a copy of completed form into the back pouch.



8. Seal the shipper box, sign and date on the AWB.

Please remove this text box and insert client logo (go to 'View' then 'Slide master' and scroll up to first slide)

Study ABC

Step 1 – 4
Completed by site

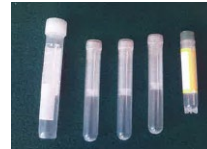
FROZEN Packing – MARKEN (JAPAN)



1. Select the appropriate Protocol Visit-Specific Kit.



2. Complete the entire Requisition Form.



3. Collect the sample(s), centrifuge and transfer (if applicable) to appropriate transfer tube(s). Place tube(s) into Cryobox (if supplied).

4. Hand frozen tubes (In Cryobox if supplied) to MARKEN with Requisition form (if applicable).



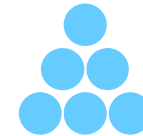
6. Place the foam lid on the insulated container. Place the requisitions on top of the foam lid and secure shipper flaps with tape if required.

Hand the air waybill to MARKEN.

MARKEN indicates amount of dry ice and shipper information on outside shipper label after collection.



Step 5 – 6
Completed by MARKEN



•Dry Ice

•Samples

5. Place SSB and dry ice (6 kg) into bottom of shipper. For batch shipping, multiple SSB's or a cryobox (if supplied) may be placed in one frozen shipper. (Packed by MARKEN)

Please remove this text box and insert client logo (go to 'View' then 'Slide master' and scroll up to first slide)

Study ABC

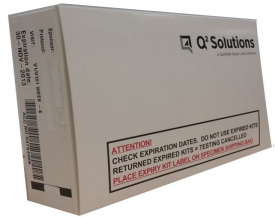
Please remove/ insert container as applicable to your study

2 Solutions

Version 01
DD-MMM-YYYY
Page 16 of X

Step 1 – 3 Completed by site

REFRIGERATED Packaging – MARKEN (JAPAN)



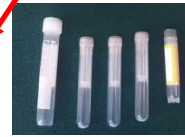
1. Select the appropriate Visit-Specific Kit



2. COMPLETE the entire Requisition Form.



3. Collect the sample(s), centrifuge and transfer (if applicable) to appropriate transfer tube(s). Check accession number on requisition form to correspond with sample labels. Hand Refrigerated samples to MARKEN with requisition form.



4. MARKEN driver place samples in SSB Bag which contains water absorbent sheet and seal bag and place completed Requisition form into outside pocket of SSB Bag.

MARKEN driver bring Refrigerated shipper box on the sample pick up date.



Step 4 – 7 Completed by MARKEN



8. Sign on MARKEN Form with date and pass it to MARKEN driver.



7. Close inner lid to complete packaging.



5. Prepare shipper box.

6. Place Gel pack and partition inside a box. Count total number of samples. Seal a bag and place it on red dotted line as above image. Place a partition on it and place remaining Gel pack.