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# Study ABC

## Ambient Sample Shipping

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.

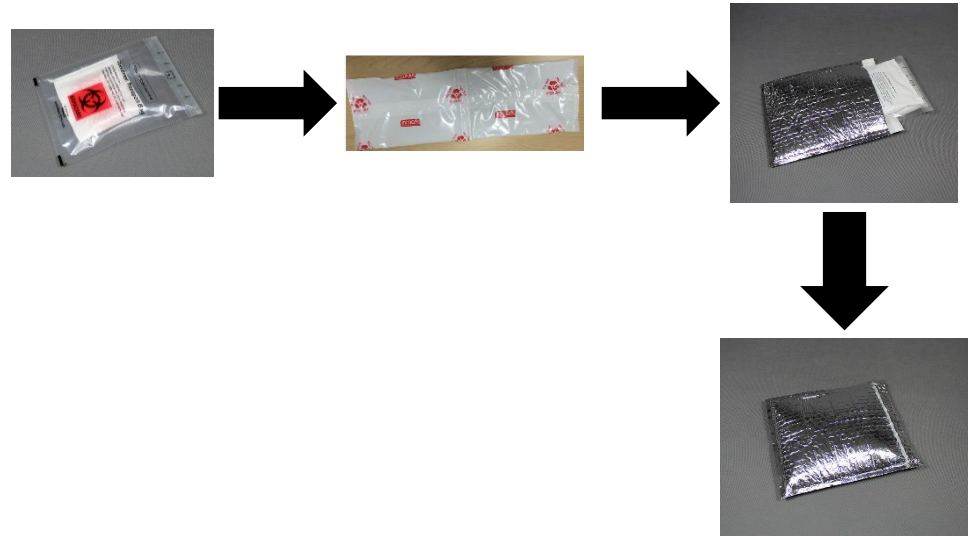
Front



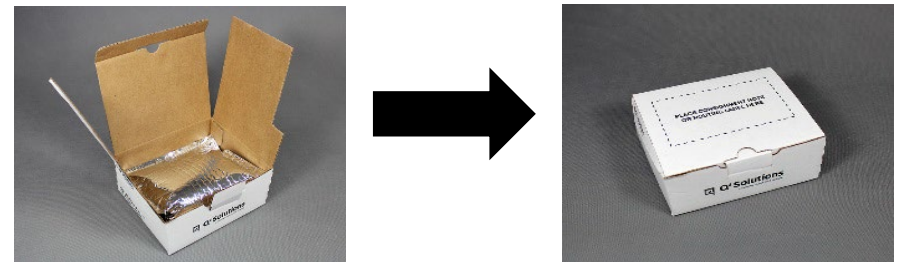
Back



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



**Note: All materials required for ambient sample shipping will be provided to you by Q<sup>2</sup> Solutions**  
*Instructions may vary slightly - Please also refer to the details included with the materials provided to you*

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# Study ABC

## Frozen Sample Shipping

1. Select the appropriate protocol visit – specific kit.



2. COMPLETE the entire requisition form. Note: Patient identifying information should not be included on the requisition. Collect the sample(s). Centrifuge & transfer to appropriate transfer tube(s), if required.



3. 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.



Front

Back

4. Place the SSB & the dry ice (6 lb or 3 kg) into bottom of shipper. For batch shipping, multiple SSB's or cryoboxes may be placed in one frozen shipper.



5. Place the foam lid on foam – lined shipper. Place the IATA contents card on top of the foam shipper & secure shipper flaps with tape. Attach air waybill to outside of box. Indicate amount of dry ice & shipper information on outside shipper label.

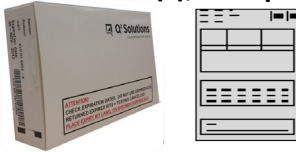


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# Study ABC

## Ambient & Frozen Sample Shipping with Combination Shipper

1. Select the appropriate protocol visit – specific kit & COMPLETE the entire requisition form. Note: patient identifying information should not be included on the requisition form. Collect the sample(s). Centrifuge & transfer to appropriate transfer tube(s), if required.



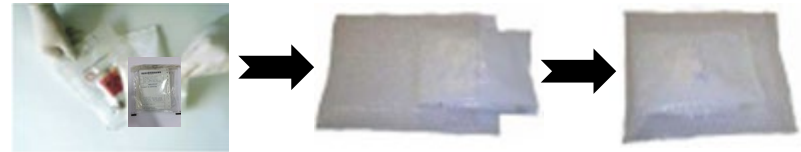
2. Place tubes into the absorbent tube holder. Place urine tube(s) in plastic bag(s), if applicable. Place tube holder & urine tube(s) into the front pouch of the Specimen Shipping Bag (SSB) & place requisition form into the back pouch. Seal bag.



3. Frozen Samples: Bottom Container  
Place the SSB with requisition form & the dry ice (6 lb or 3 kg) into bottom of shipper. For batch shipping, multiple SSB's or a cryoboxes may be placed in one frozen shipper.



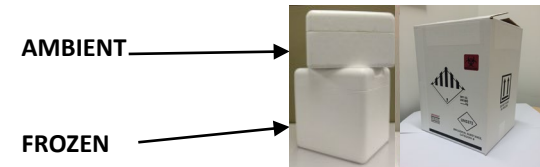
4. Ambient Samples: Top Container  
Place sealed SSB between layers of Gel Wrap then into Bubble Wrap Bag. Seal bag. Note, two SSBs can be shipped in one bubble wrap envelope per shipper. [NOTE – when used within the combination shipper, the gel wrap should be used ambient year round.] Then, place the gel-wrapped SSB into the top section of the combination shipper.



5. Place the foam lid onto the insulated frozen shipper. Place the IATA List of Contents Card, on top of the foam lid. Place the foam lid onto the insulated ambient shipper.

Secure shipper flaps with tape. Attach air waybill to outside of box.

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



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# Study ABC

## Refrigerated Sample Shipping

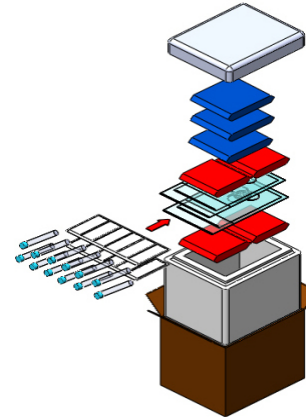
1. Select the appropriate protocol visit – specific kit COMPLETE the entire requisition form. Note: Patient identifying information should not be included on the requisition form.



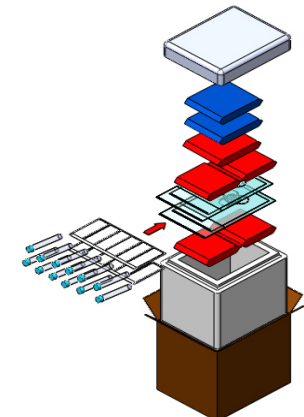
2. Collect sample(s) & process tubes according to instructions on the requisition form. Place tubes into the absorbent tube holder & place urine tube(s) in plastic bag(s), if applicable. Place tube holder & urine tube(s) into the front pouch of the Specimen Shipping Bag (SSB), & place requisition form 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 SSB(s).
  4. Place 1 Chilled 675g Gel Pack into the Cooler.
  5. Place the filled two SSB(s) on top of the Gel Pack.
  6. Place 1 Chilled 675g Gel Pack into the Cooler on top of the SSB(s).
  - 7a. Summer pack-out: Place 3 Frozen 500g Gel Packs on top of the Refrigerated gel pack
  - 7b. Winter pack-out: Place 1 Refrigerated 500g Gel Pack and 2 Frozen 500g Gel Packs on top of the Chilled 675g 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.