

Combo Shipment: Loading

# Sample Provider

**How to Load Samples** Page 1

## **Section A**

# Step A1 SAMPLES HOW TO LOAD

Remove Kit box to load commodity. Lift upwards on the white tabs.

## **Loading Kit Box**

## Step A2

Remove the accessories from Kit



## Step A3

Add documents and/or non temperature sensitive items/ commodity into the Kit

**Kit Box:** 7.25" x 10.5" x 2" May be used for paperwork, medical kits, non temperature commodities, etc.



#### Step A4



If shipping a non temperature sensitive ommodity, add padding to secure afely in the Kit Box.



## **Section B**

## **Removing Sock**



For International or Extended use orders only, white string will be present, follow steps A1-A3.

When no string is present, skip to Section C.

#### Step B1



Wearing safety gloves, pull directly up on the black ribbon to remove shipper plug. Place plug to one side. Do NOT discard plug.

# Step B2



Pull white string and remove socks.



## **CAUTION!**

There may be residual LN2 in the socks. Hold socks over opening of the dewar to allow liquid to drip back into dewar. Use caution when transporting socks to garbage to prevent contact with liquid.



Replace plug until ready to load samples.

**Instructions Continued** on Next Sheet.





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## **Section C**

## Packaging the Specimen

## Step C1



Load samples to be shipped into canes, boxes or plastic goblets. Be sure to replace lid on plastic goblet.

## Step C2

## Use Tyvek bag for all samples.



Tyvek bag holds the following quantities:

Canes: 15 (5 clip canes) for a total of 75 -2ml cryovials

Note: The absorbent material is now incorporated into the bag!



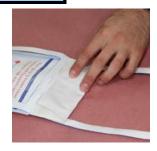
Place specimens inside the Tyvek Bag and push them all the way down to the

## Step C3



Fold the handle back. Remove the cover strip on the adhesive strip and fold flap over along the indicated fold

#### Step C4



Rub across the adhesive area thoroughly. Pinch sides and corners to assure seal. Return the handle to it's upward position.

#### Step C5



Prepare Tyvek bag for placement into shipper by rolling like a newspaper.

#### **Section D**

## **Loading Samples for Shipment**

## Step D1



Remove shipper plug.

## Step D2



Lower Tyvek bag into shipper and push down with gloved hand if necessary.

## Step D3



Replace shipper plug. Shipper plug can help insert Tyvek bag into storage well.

24-HOUR HELP LINE (949) 470-2305 **Instructions Continued** on Next Sheet.



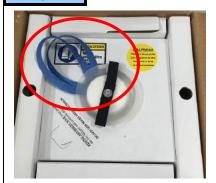
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#### Step D4



Make sure white strap is left on outside of the shipper plug!

#### Step D5



Ship



Replace the Kit box, by pushing downward into the insert.

## Step D6



- Close flaps making sure to have flap "A" showing on the outside of the white carton.
- For International shipments: REMOVE AND SIGN ALL FOUR (4) COPIES OF COMMERCIAL INVOICES.
- Place all four (4) signed copies of Commercial Invoices back inside shipping envelope on Flap "A" behind Air Waybill.



## Section E



Seal top of white carton with packaging tape making sure to have flap "A" showing on the outside of the white carton.

For those shipments containing regulated dangerous goods/hazardous materials, the shipper is responsible for correctly preparing the shipment according to the current International Air Transport Association (IATA) and International Civil Aviation Organization (ICAO) dangerous goods regulations. This includes correct identification, classification, packaging, dangerous goods markings and labeling as well as completion of all pertinent and required documentation. The shipper is the customer who is preparing the shipment at each leg in the transportation of the dry dewar packaging.