

Proper Labeling of Sample Tubes: Tiger Top/SST 5.0 mL Screw Cap Tube



Tiger Top/SST



5.0 mL Screw Cap Tube

Apply barcode label starting at the top of the sample tube (the end closest to the cap). The barcode **MUST** be legible, and free of tears and/or wrinkles. Place the barcode label on the tube vertically (along the length of the tube).



DO NOT place the barcode label on the sample tube horizontally. Labels placed incorrectly on the sample tube will be rejected for testing.



DO NOT place the barcode label at the bottom of the tube. Labels placed incorrectly on the sample tube will be rejected for testing.

Centrifuge the **SST** tube at 1100-1300 G (2500-3000 rpm) for 10 min prior to shipping to CDD.

If the specimens will not be received by CDD within 7 days of collection, **YOU** must pour off the serum into the CDD supplied 5.0 mL Screw Cap Tube and freeze (-20° or colder).

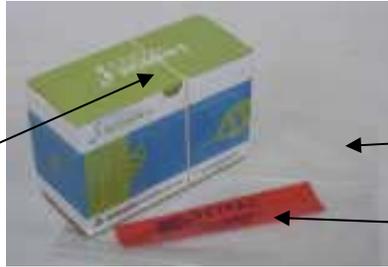
SST's not provided by CDD will be rejected!!!

Proper Packaging of Sample Tubes – CONUS



Foam insert and Sample Tube

- Place properly labeled specimens in the foam insert provided with the AIR 40. Place foam insert containing sample tubes inside the Air 40 box.



Rubber Band

Ziploc bag

Tamper Proof Seal

- Close box and place provided rubber band around the exterior of the box.
- Place Air 40 inside of the Clear Plastic “Ziploc” bag. Seal the bag using ziploc.
- With box sitting upright, fold the two top corners of the bag in toward the middle. Then (with the corners tucked in) fold the top of the bag over until it is flush with the box.



- Adhere the CDD provided tamper-proof label across the entire folded end of the bag, wrapping excess label around the sides.
- Place Ziploc Bag containing the sealed Air 40 inside the provided FedEx lab pak (the FedEx lab pak holds 1 Air 40), or CONUS Box (the CONUS Box holds up to 5 Air 40's).



FedEx Lab Pak

(Seal by removing poly strip to expose adhesive)



CONUS Box

*(Seal box top and bottom using packaging tape provided by CDD. Apply a strip of tape to each seam- **TOP and BOTTOM.**)*

Use newspaper to cushion contents and prevent shifting during transit.

Printing the Waybill

From: Origin ID: SVZA (210) 590-3033 Brandie Perry CENTER FOR DISEASE DETECTION 3370 NACOGDOCHES RD SAN ANTONIO, TX 78217		Ship Date: 13F0V00 ActWgt: 1.0 LB CAD: 100100200NET8091 Account#: S*****
SHIP TO: (210) 590-3033 BILL SENDER Brandie Perry CDD 3370 NACOGDOCHES RD STE 100 SAN ANTONIO, TX 78217		Delivery Address Bar Code 
	TRK# 7961 1165 5866 0201	FRI - 14NOV A1 STANDARD OVERNIGHT
	45 SVZA	78217 TX-US SAT
		

Access FedEx.com to print the Waybill.

Enter the user name and password at the login prompt located on the left-hand side. (**HINT**: The user name is the site UIC#CDD (i.e. 62146CDD), and the password is NAVYCDD1).

After user name and password have been entered, click "LOGIN".

Go to Box # 2 "To" and select to whom the package will be sent, from the drop down. (**HINT**: CDD should be the only address listed).

Go to Box # 3 "Package & Shipment Details" and select your packaging type ("**FedEx Pak**" or "**Your Packaging**." **Select "FedEx Pak" when using the Lab Pak, and select "Your Packaging" when sending specimens in the CONUS box**). Enter the number of packages to be shipped and the weight of the package. Enter 2 lb (pounds) for each FedEx Lab Pak and 4 lb (pounds) for each CONUS box.

Go to Box # 4 "Shipping Details" and enter YOUR UIC as the reference number.

Go to Box # 5 "Complete Your Shipment" and click "SHIP".

The Waybill image will be displayed. Click "PRINT".

Once the Waybill has printed, fold it in half.

Place the Waybill in the FedEx plastic sleeve provided by CDD and seal it.

Peel the wax paper from the back of the plastic sleeve to expose adhesive.

Adhere the sleeve containing the Waybill prominently to the exterior of the Lab Pak or the CONUS Box.

Each package submitted must have its own Waybill.

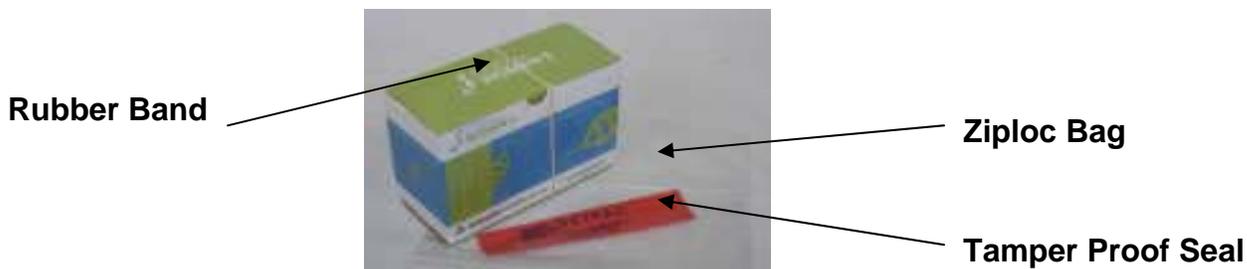
DO NOT DUPLICATE WAYBILLS!

Proper Packaging of Sample Tubes – OCONUS



Foam insert and Sample tube

- Place properly labeled specimens in the foam insert provided with the Air 40. Place foam insert containing sample tubes inside the Air 40 box.



- Close box and place provided rubber band around the exterior of the box.
- Place Air 40 inside of the Clear Plastic “Ziploc” bag. Seal the bag using ziploc.
- With box sitting upright, fold the two top corners of the bag in toward the middle. Then (with the corners tucked in) fold the top of the bag over until it is flush with the box.



- Adhere the CDD provided tamper proof seal across the entire folded end of the bag, wrapping excess label around the sides.
- Assemble the OCONUS Box (6 pieces of foam are required for each box: 1 for the bottom, 4 for sides, 1 for the top).
- Place Ziploc bag containing sealed Air 40 inside the OCONUS Box along with **3** CDD provided refrigerant packs. (Each OCONUS Box holds up to 4 Air 40's).



Use newspaper to cushion contents and prevent shifting during transit.

OCONUS Box

(Seal box top and bottom using packaging tape provided by CDD. Apply a strip of tape to each seam -TOP and BOTTOM).

Preparing the International Air Waybill and DD 250

Complete the required fields:

FedEx International Air Waybill

- Section 1: Date Shipped
- Section 3: Total Packages
(Always indicate only 1 pkg).
- Section 3: Total Weight **(Always enter 5 lb (pounds))**
- Section 3: Commodity Description
- Section 9: Sender's signature

DD 250

- Section 3: Date Shipped
- Section 11: Your site address
- Section 17: # of Specimens sent
- Section 21: Contract Quality Assurance - check "ACCEPTANCE" box, then date and sign

Place the completed International Air Waybill and 3 copies of the DD 250 (CDD provided) in the FedEx plastic sleeve. Be sure to place copies of the DD 250 **BEHIND** the International Air Waybill.

Peel wax paper from back of sleeve.

Adhere the sleeve containing International Air Waybill and copies of DD 250 to the exterior of the OCONUS Box.

Each OCONUS box submitted must have its own International Air Waybill and DD 250.

DO NOT DUPLICATE INTERNATIONAL AIR WAYBILLS!

The CDD provided CDC Permit must be taped to the exterior of the OCONUS Box next to the sleeve containing the International Air Waybill. Be sure to apply tape to all four sides of the label.