

PURPOSE

The purpose of this procedure is to provide instructions and guidelines for the collection, preparation and shipping of HIV Specimens from U.S. Navy Submitting Activities to Center for Disease Detection Laboratory.

SCOPE

This procedure applies to all technical personnel responsible for collecting, processing and shipping HIV specimens under the Navy Contract.

SUPPLIED ITEMS

Blood Collection

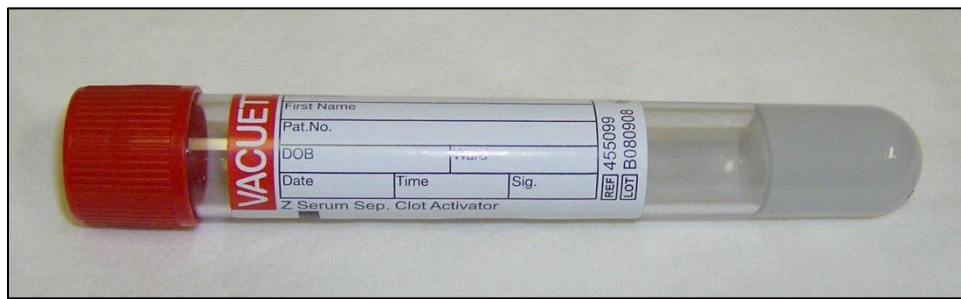


Figure 1 (16 x 100 Plastic Serum Separator Tube)



Figure 2 (5 mL Screw cap Serum Transfer Tube)



Figure 3 (Pre-printed Barcode Labels)

Shipping Supplies

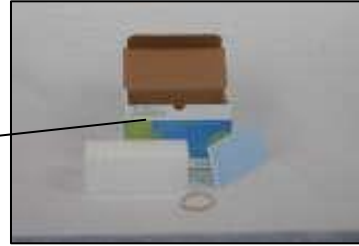
Specimen Shipment Boxes

Medium Box – Air 40 (holds 40 tubes)

Includes:

- Foam Insert
- Absorbent Pad
- Rubber Band

Air 40 Box



CONUS Box – Large Box (holds up to 5 Air 40's)



OCONUS Box – Large Box (holds up to 4 inserts)

Includes:

- Outer Box
- Foam Inserts (6)
- Refrigerant Packs

Ice Packs

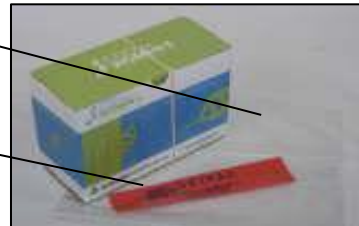


Other Shipping Supplies

Clear plastic Ziploc bags
Tamper-Proof Seals

Zip-Lock Bag

Tamper-Proof Seal



Lab Pak shipping pouch
Clear Plastic Sleeves for air bill

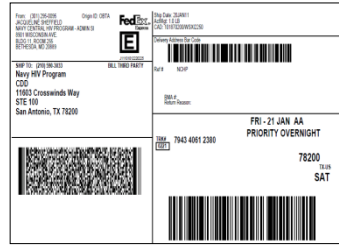


Packing Tape

Packing Tape



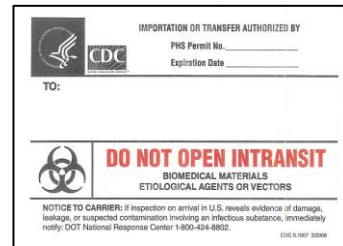
Computer-generated air bills



DD Form 250 – (OCONUS Only)
 A printable DD Form 250 in .pdf format is available at: <http://www.cddmedical.com/images/DD250%20international%20-%20Navy.pdf>



CDC Shipping Permit (OCONUS Only)



ITEMS REQUIRED BUT NOT SUPPLIED

Blood Collection

- Needles for use with vacuum collection tubes
- Needle Holder (Hub)
- Tourniquet
- Alcohol Swabs
- Adhesive Bandages and/or gauze

PROCEDURES

Sample Collection

- Follow local SOP for routine venous blood collection.
- Collect blood samples using only the plastic 7mL barrier-gel collection tubes supplied.
- Be sure to completely fill the blood collection tube.
- If sample shipment will be delayed or you must collect using a different tube than the ones supplied, centrifuge samples and transfer the serum to the screw cap vials (supplied).
- Refer to Figure 4 (Volume of Specimen Required for Testing – SST / Pour Off Tube)
- Avoid hemolysis. Grossly hemolyzed specimens will be rejected for testing.
- Refer to Figure 5 (Hemolysis).

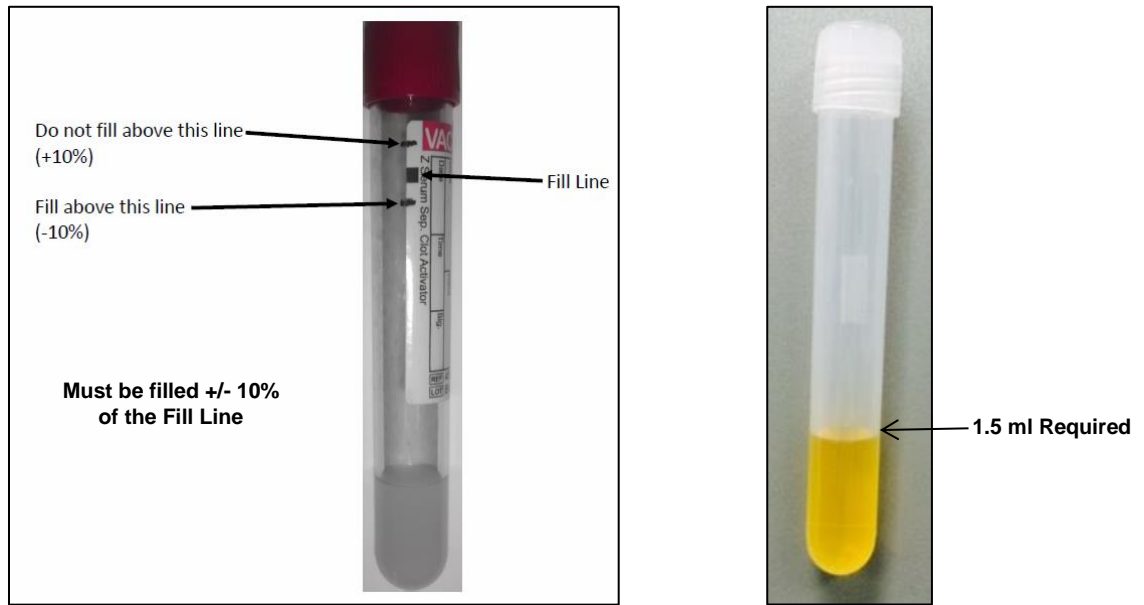


Figure 4 (Volume of Specimen Required for Testing – SST / Pour Off Tube)

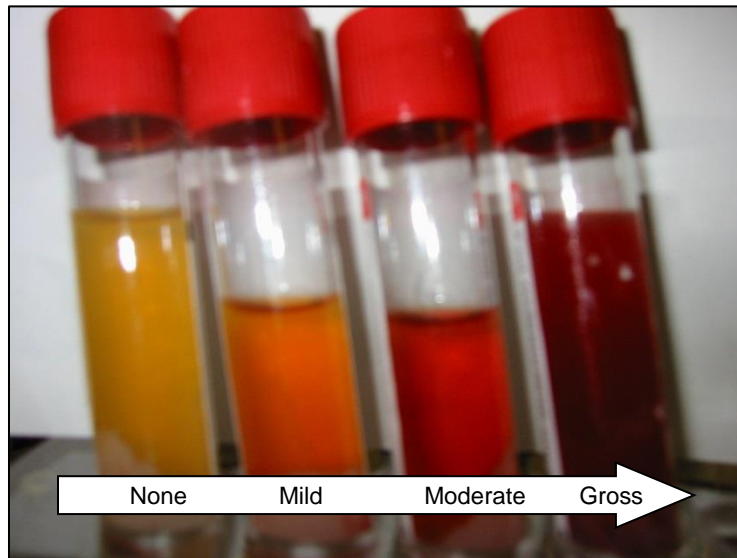


Figure 5 (Hemolysis)

Sample Handling

- Gently invert sample tubes 4 or 5 times immediately after collection.
- Allow samples to fully clot prior to centrifugation.
- Centrifuge samples between 30 minutes and 2 hours after collection to minimize fibrin clotting.
- Do not refrigerate specimens before centrifugation.
- Centrifuge samples @ 1800g for 10 minutes.

- After centrifugation, allow samples to sit upright at room temperature for 1 hour prior to shipping.
- Specimens may be stored refrigerated (2-8 °C) for up to 7 days.
- Specimens that cannot be delivered to CDD Laboratory within 7 days of collection must be transferred to the 5.0 mL screw-cap collection tubes and frozen (-20°C).
- Do not submit specimens in any other tube than those provided by CDD Laboratory.
- Specimens collected in other than the evacuated blood collection tube provided by CDD Laboratory must be transferred to the provided 5.0 mL screw-cap vial before shipment.
- Specimens received by CDD in any other tube other than those provided will be rejected.

Sample Tube Labeling

- Apply the barcode labels at the top of the sample tube (the end closest to the cap).
- Place the barcode so the lettering is in a vertical position (along the length of the tube).
- Refer to *Figure 6 (Proper Label Placement)* for an example.

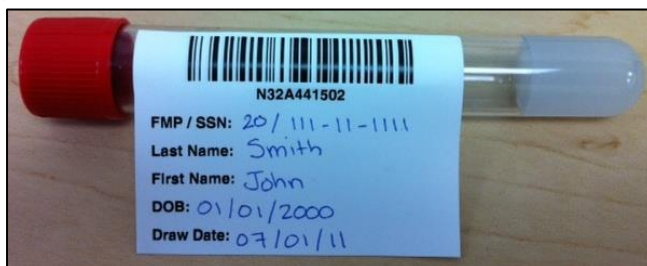


Figure 6 (Proper Label Placement)

- Place the barcode label over the top of the tube manufacturers label to allow enough space for lab personnel to see the sample level and color.
- Place the barcode label on the tube so that there are no wrinkles, folds or tears on the barcode itself. Samples received with damaged barcodes will be rejected.
- Include at least two unique identifiers (e.g. SSN, Name, DOB, etc.) on specimen tubes to positively identify the samples. Samples received without sufficient labeling will be rejected.
- Barcode labels must be completely legible. Barcodes with blanks, smudges or unreadable text will be rejected.

Package Samples for Shipment (CONUS)

- Place centrifuged, bar-coded SSTs or 5ml screw cap serum transport tubes upright in the foam tube holder.
- Ensure the absorbent pad is in the bottom of the primary shipping box.
- Place the foam tube holder in the primary shipping box.
- Close the primary shipping box and secure the lid with a rubber band (provided).
- Place the primary shipping box into the clear Ziploc bag.
- Fold the top of the bag until it is flush with the primary shipping box.
- Place a strip of the tamper evident security tape over the bag opening ensuring that the entire end is covered.



- Place the sealed specimen box into the FedEx Lab Pack. (One Air 40 per lab pack).
- Place an itemized list of contents (CHCS or MRRS roster / shipping list or DD250) inside of the FedEx Lab Pack.
NOTE: Place the DD Form 2923 (Privacy Act Data Cover Sheet) on top of the paperwork to ensure that all PII is covered. Refer to Figure 8.
- Seal the lab pack by removing the plastic adhesive strip and pressing the edges of the lab pack together.
- For sites using the CONUS box to submit specimens to CDD, place the sealed primary shipping boxes in the large outer shipping container (CONUS box) Each CONUS box holds up to 5 Air 40's.
- Use newspaper and/or packing peanuts to cushion the contents and prevent shifting during transit.
- Seal the CONUS box using the packaging tape provided. Be sure to seal the top and bottom of the box along with all 3 seams.

Printing the Shipment Air Bill

- Log on to the CDD Website to print the air bill.
- Click on the link below or type the address into your web browser.
<https://dodweb.cddmedical.com/mil-label/request?command=signon.create>
- At the login prompt, enter in your site ID, login, and password that were provided by CDD then click submit.
- Verify that the correct site is listed in the 'Name' field.
- Use the dropdown arrow next to "Shipping Labels" to select the number of labels to create for the shipment. Create one label for each Lab Pak or CONUS box to be shipped.
- Click 'Retrieve Labels'. After a few moments the labels will generate and a screen showing printer settings will appear.
- Click the "Download" link to retrieve the air bill for printing.
- Select "Open" when prompted to Open or Save the air bill. The image will appear.
- Click Print.
- Once air bill is printed fold the page in half.
- Place folded air bill in the plastic FedEx sleeve provided by CDD.
- Peel wax paper from back of plastic sleeve and affix the plastic sleeve containing the air bill on the exterior of the lab pack or the CONUS box.
- Each package submitted must have its own air bill. **DO NOT DUPLICATE AIR BILLS!**

The screenshot shows the login interface for the AFTIS Military Shipping Label Request Site. It features a purple header with the AFTIS logo and a green sidebar with the CDD logo. The main content area has a 'Sign On Please' section with three input fields: 'Site ID', 'User Name', and 'Password'. Below these fields are 'Submit' and 'Reset' buttons.

The screenshot shows the site after successful login. The 'Sign On Please' section is replaced by a table of site information and a 'Retrieve Labels' button. The table contains the following data:

Site Id	123456
Name	YOUR SITE
Shipper for This Site	Federal Express
Saturday Shipping Labels	0

There are also links for 'Request Shipping Labels', 'Navy Processing Instructions', and 'Retrieve Labels'.

The screenshot shows a FedEx shipping label. The label includes the following information:

- From: 1811 26-000, ACQUISITION SUPPORT, ARMY CENTRAL HQ PROGRAM, ACOMB 51, 1103 CROSSWINDS WY, STE 100, SAN ANTONIO, TX 78200
- To: 1811 26-000, ACQUISITION SUPPORT, ARMY CENTRAL HQ PROGRAM, ACOMB 51, 1103 CROSSWINDS WY, STE 100, SAN ANTONIO, TX 78200
- Origin ID: 0374
- Destination ID: 0374
- Service: PRIORITY OVERNIGHT
- Weight: 78200
- Dimensions: 7x1x8
- Delivery Date: FRI - 21 JAN AA
- Tracking Number: 7843 4001 2300

NOTE: The air bill program is designed to generate "Saturday Shipping Labels" when used on Friday. Be sure to generate air bills for Friday shipments on Friday. If a package shipped on Friday is not labeled for Saturday delivery, the specimens will not be delivered to CDD until the following Monday.

Package Samples for Shipment (OCONUS)

- Place centrifuged, bar-coded SSTs or 5ml screw cap serum transport tubes upright in the foam tube holder.
- Place the foam insert into the clear Ziploc bag.
- Fold the top of the bag until it is flush with the foam insert.
- Place a strip of the tamper evident security tape over the bag opening ensuring that the entire end is covered.
- OCONUS boxes require assembly. Six pieces of foam are required for each box.
- Assemble OCONUS box. Tape the bottom of the box using the CDD supplied packaging tape on all three seams.
- Place the sealed foam insert into the insulated shipping container (OCONUS). The OCONUS box holds up to 4 foam inserts and 3 refrigerant packs. Use newspaper and/or packing peanuts to cushion contents and prevent shifting during transit.
- OCONUS specimens must be shipped with refrigerant ice packs. Place all 3 CDD-provided refrigerant ice packs between the primary shipping boxes.
- Seal box using the packaging tape CDD provided. Place packaging tape on all 3 seams.
- Fill out the required data on the International Air Waybill. Please refer to Figure 7 (Example International Waybill) for help.
 - Section 1: Date Shipped
 - Section 3: Total Packages – Always indicate just one package.
 - Section 3: Total Weight – Always indicate 5 lb (pounds).
 - Section 3: Commodity Description
 - Section 9: Sender's Signature
- Fill out the required data on the DD 250
 - Section 3: Date Shipped
 - Section 11: Your site address
 - Section 17: # of specimens sent
 - Section 21 a: Date and Sign
- Place the completed International Air Waybill and 3 copies of the DD250 (PR0009.04.A DD250 for International Shipping) in the clear plastic waybill sleeve.
- Place the copies of the DD250 **behind** the International Air Waybill.



- Peel the wax paper from back of plastic sleeve.
- Affix the plastic sleeve containing International Air Waybill and DD250 copies to the exterior of the OCONUS box.
- Each OCONUS package submitted must have its own International Air Waybill. **DO NOT DUPLICATE WAYBILLS!**
- Affix the CDD provided CDC permit to the exterior of the box next to International Air Waybill.

REFERENCES

IATA Dangerous Goods Regulations
49 Code of Federal Regulations

DEFINITIONS

CDC	Centers for Disease Control and Prevention
CDD	Center for Disease Detection
CONUS	Continental United States
OCONUS	Outside Continental United States
SST	Serum Separator Tube
UIC	Unit Identification Code
RCF	Relative Centrifugal Force

RECORDS

None

ATTACHMENTS

PR0009.04.A DD Form 250 for International Shipping

IMAGES

International Waybill

Sender's Copy

/0233/0500/0042309376/2

1 From Please print and press hard.

Date 01/01/11 Sender's FedEx Account Number _____
 Sender's Name HIV POC Phone 282 102-1570
 Company BHC Souda Bay
 Address US NAVAL FACILITIES BHC-BLD 17
 Address NOUZOURAS VILLAGE-AKROITIRI
 City CHANIA CRETE State/Province _____
 Country GR ZIP Postal Code _____

2 To

Recipient's Name HIV LAB Phone 3772331337
 Company CENTER FOR DISEASE DETECTION
 Address 11603 CROSSWINDS WAY Dept./Floor _____
 Address SUITE 100
 City SAN ANTONIO State/Province TX
 Country US ZIP Postal Code 78200
 Recipient's Tax ID Number for Customs Purposes _____
 e.g. GST#R/CVA#/R#E#R#N#A# or as locally required.

3 Shipment Information For EU Only: Tick here if goods are not in free circulation and provide C.I.

Total Packages: 1 Total Weight: 5 kg lb oz g in cm
 Commodity Description: DIAGNOSTIC SPECIMENS Harmonized Code: DIM Country of Manufacture: _____ Value for Customs: \$1.00
 (Please 1-way's limited contents, 95% general cargo, COMPLETE IN ENGLISH)

Has **BEEN** used in AES? No (EISD required, up to \$200 or less per box, 8 numbers) Total Declared Value \$1.00 Total Value for Customs: \$1.00
 For AES: No (EISD required, up to \$200 or less per box, 8 numbers) Total Declared Value \$1.00 Total Value for Customs: \$1.00
 For AES: No (EISD required, up to \$200 or less per box, 8 numbers) Total Declared Value _____ Total Value for Customs: _____
 For AES: No (EISD required, up to \$200 or less per box, 8 numbers) Total Declared Value _____ Total Value for Customs: _____
 For AES: No (EISD required, up to \$200 or less per box, 8 numbers) Total Declared Value _____ Total Value for Customs: _____

4 Express Package Service

FedEx Intl. Priority FedEx Intl. First Available to select locations. Regular rates apply.
 _____ FedEx Intl. Economy FedEx Envelope and FedEx Pak rates not available.
 Packages up to 150 lbs./68 kg For packages over 150 lbs./68 kg, use the FedEx Expedited Service Int'l. Air Waybill. Not all services and options are available to all destinations. Dangerous goods cannot be shipped using this Air Waybill.

5 Packaging *These unique brown boxes with special printing are provided by FedEx for FedEx Int'l. Priority only.

FedEx Envelope FedEx Pak FedEx Box FedEx Tube
 Other FedEx 10kg Box* FedEx 25kg Box*

6 Special Handling HOLD at FedEx Location Available to select locations for FedEx Int'l. Priority only. SATURDAY Delivery Available to select locations for FedEx Int'l. Priority only.

7a Payment Bill transportation charges to: Enter FedEx Acct. No. or Credit Card No. below.

Sender Acct. No. in Section 1 will be billed. FedEx Acct. No. 323372675 Recipient Third Party Credit Card Cash/Check/Cheque
 FedEx Use Only

Credit Card No. _____
 Credit Card Exp. Date _____

7b Payment Bill duties and taxes to: ALL shipments may be subject to Customs charges, which FedEx does not estimate prior to clearance.

Sender Acct. No. in Section 1 will be billed. FedEx Acct. No. 323372675 Recipient Third Party

8 Your Internal Billing Reference 37174 OPTIONAL Post 24 characters will appear on invoice.

9 Required Signature Use of this Air Waybill constitutes your agreement to the Conditions of Contract on the back of this Air Waybill, and you represent that this shipment does not require a U.S. State Department License or contain dangerous goods. Certain international treaties, including the Warsaw Convention, may apply to this shipment and limit our liability for damage, loss, or delay, as described in the Conditions of Contract. Weights, in this case grams, and volume, in this case liters, were reported from the United States in accordance with Export Administration Regulations. Government control of U.S. law prohibited.
 Signature: John Smith
 This is not authorization to deliver this shipment without a recipient signature.

For Completion Instructions, see back of fifth page.

521 PART 13502-Rev. Date 6/06 5204-2006 FedEx PRINTED IN U.S.A.

FedEx Tracking Number **8730 4651 1581** Form ID No. **0402**

Ship and track packages at fedex.com

The terms and conditions of service may vary from country to country. Contact our local office for specific information.
 Non-Negotiable International Air Waybill - ©1994-2006 FedEx

Questions? Go to our Web site at fedex.com.
 Or in the U.S., call 1.800.247.4747. Outside the U.S., call your local FedEx office.

Figure 7 (Example International Waybill)



Privacy Act Data Cover Sheet

To be used on
all documents
containing personal
information

DOCUMENTS ENCLOSED ARE SUBJECT TO THE PRIVACY ACT OF 1974

Contents shall not be disclosed, discussed, or shared with individuals unless they have a direct need-to-know in the performance of their official duties. Deliver this/these document(s) directly to the intended recipient. **DO NOT** drop off with a third-party.

The enclosed document(s) may contain personal or privileged information and should be treated as "For Official Use Only." Unauthorized disclosure of this information may result in **CIVIL** and **CRIMINAL** penalties. If you are not the intended recipient or believe that you have received this document(s) in error, do not copy, disseminate or otherwise use the information and contact the owner/creator or your Privacy Act officer regarding the document(s).

Privacy Act Data Cover Sheet

DD FORM 2923, SEP 2010

Figure 8 (DD Form 2923 - Privacy Act Data Cover Sheet)