

10/9/15 Attention: Sites Enrolling patients in HN001- Message from the Biospecimen Bank

We are providing HN001 cold packs with kits, please place them in your -20°C freezer as soon as they arrive so that they are nicely frozen when you are ready to use them.

For samples being shipped the same day as processing- desired condition for protocol (see photo on page 2)

Place 2-3 frozen cold packs in a Ziploc bag along with the cold plasma sandwiched in between the cold packs (in its own bag). Place in the smaller Styrofoam box provided in the kit, seal box, ship to Stanford. We recommend that you pack this up close to your Fed Ex shipping pickup time or keep the box cold.

For samples that cannot be shipped the same day as processing

Place these samples at -80°C immediately and ship to Stanford Monday-Wednesdays.

When shipping frozen plasma use 6 frozen cold packs in a slightly larger box. We are supplying this box with the first kit and then only when specifically requested by the site. Please keep this box dedicated for this purpose. You can use any Styrofoam box that fits 6 frozen cold packs. We have found that the samples remain frozen for 24-48 hours using this method.

Other information:

As of 11/11/14: EBV Testing is being done on TUESDAY Mornings. Stanford must receive your samples by Monday to be included in the tuesday run. Please keep this in mind. The BSR recommends shipping only Monday-Wednesday in case there is a one day delay.

If you need more cold packs please contact us at NRGBB@ucsf.edu or you can use what you have available to you. **DO NOT** use the Utek silver ones with -23°C on the pack, they warm up too quickly. White Polar packs and the Utek 1°C ice packs work well. Make sure you freeze the cold packs at least 24 hours before you are shipping to Stanford

Please check the most recent version of the protocol on the CTSU site for specific instructions

Please contact me directly if you have any questions about this. Thank you for your cooperation.

Sandy

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