



THE UNIVERSITY OF CHICAGO

HUMAN TISSUE RESOURCE CENTER (HTRC) **FedEx Packaging and Shipping Tip Sheet**

***Before packaging**, ensure the following is completed:

- 1) A HTRC service agreement is in place for the IRB protocol that the samples are collected under.
- 2) Only samples listed on the service agreement are being sent to the HTRC.
- 3) The study subject is entered into LabVantage along with documentation of consent.
- 4) Each sample has a container label with at least two unique subject identifiers (First and Last Name or Initials, unique Study External ID, Medical Record Number or Date of Birth) **and** the IRB protocol number.

1. Verify that all samples are sealed properly and put in a sealed biohazard bag. Each bag should contain samples from one subject only!
2. Package samples in the appropriate environment and packing materials for the samples being shipped (i.e. ice pack, dry ice, bubble wrap).
3. Complete and include a [HTRC Biospecimen Collection Form](#) with the samples. All paperwork should be in a separate compartment from the samples in case of leakage during shipment.
4. Securely seal the package.
5. Create and print a pre-paid FedEx Priority Overnight label to the following address:
Bright Star - HTRC Services
7800 S Quincy Street
Willowbrook, IL 60527
6. Insert the label into a clear label pouch, and securely adhere the label to your FedEx package.
7. Double-check that the package is properly sealed before dropping off at your local FedEx pick-up/drop-off location.
8. Because you are shipping biohazardous materials, do not leave your package unattended at a FedEx box! The package must be handed to personnel at a drop off location.