



## Procedure for Shipping Whole Blood Specimens for Circulating Tumour Cell (CTC) Assessment Using the Wavesense and Veridex Platforms

### 1. MATERIALS AND SUPPLIES

<b>Supplies:</b>
Sodium heparin BD Vacutainer blood tubes
CellSave™ blood tubes
Cardboard shipping box with UN3373 label
Bubble wrap
Plastic biohazard bag
Absorbent pad
ColdMark temperature indicator
Labels (specify)
FedEx Air Waybill
Waybill plastic sleeve
Specimen submission form

### 2. PROCEDURES

#### SAMPLES

- Ensure the blood sample identification matches the specimen submission form.
- Blood sample should be sealed using Parafilm.

#### PREPARATIONS REQUIRED BEFORE STARTING PROCEDURE

- Ensure that all required shipping material has been provided.
- Confirm that the blood sample is shipped to the correct facility.
- Ensure that the blood sample is packed properly in the provided shipping container.
- Ensure that the ColdMark temperature indicator is placed in the shipping container.
- Send Email notification.

#### PROTOCOL

##### Packaging of CellSave and sodium heparin CTC blood tubes at room temperature

- All room temperature samples (CellSave and sodium heparin tubes) **MUST** be shipped by overnight courier on the day of collection. Ship only Monday, Tuesday, Wednesday or Thursday.
- Complete CTC specimen submission form
- Place the CTC tube into a plastic Biohazard bag.
- Place absorbent pad in bag and seal.
- Wrap bagged sample in absorbent pad.
- Wrap everything in bubble wrap and place into the cardboard box.
- Place the completed specimen submission form on top of the packing material (fill out as many forms as required for each shipment).
- Affix a ColdMark temperature indicator to the label inside the box.
- Close the cardboard box and seal with tape.

##### Shipment of CellSave and sodium heparin CTC blood tubes at room temperature



- Affix the FedEx Air Waybill to the box.
- When placing on the box, ensure that bar codes of the waybill are on top of the box and are not bent.
- Ensure that 'UN3373' label on the box is visible and not covered by the sleeve.
- Prior to shipment, send an email notification to the destination facility.

Table 1. Summary Protocol

	<b>Action</b>
1	Ship by overnight courier on the day of collection
2	Complete CTC specimen submission form
3	Place the CTC tube into a plastic biohazard bag
4	Place absorbent pad in bag and seal
5	Wrap biohazard bag containing sample and absorbent pad in bubble wrap and place into the cardboard box
6	Place the completed CTC specimen submission form on top of the packing material
7	Affix ColdMark temperature indicator inside the box
8	Affix FedEx Air Waybill
9	Send an email notification

### **References**

- Refer to the 3rd edition of the Public Health Agency of Canada's Laboratory Biosafety Guidelines,
- Refer to the Queen's University's Biohazards Safety Manual published by the Department of Environmental Health and Safety, when handling biohazardous materials such as blood and tumor samples