



Instructions for Drawing and Shipping a Blood Sample for Lymphocyte Storage and Transformation

Objective: To mail blood samples safely to the GRCF Cell Center & Biorepository.

Equipment Needed: blood specimen mailer kits, Biohazard specimen bag, request form, Federal Express airbill

Procedure:

Note: the blood draw should take place as early as possible in the day in order to arrange for an early FEDEX pick up when possible. This will ensure a priority overnight delivery.

We are open from 8.30 am to 5 PM Mon-Thursday and on Friday from 8.30am to 4.30 PM

1. **Draw the blood** into 8.5 ml ACD A (yellow top) vacutainer tubes for PBMC isolation.

2. **Use** a 21 1/2 gauge vacutainer needle. Do not use small-bore needles such as gauge 23 or 25 as they increase the chances of cell lysis. If you prefer to use a butterfly needle, please use a 21 gauge vacutainer.

3. Record the following on the tube:

Study Name/PI's name:

Date of blood draw:

Study Patient designation (DE-IDENTIFIED):

Age at time of blood draw (in years) *If needed to record

We suggest that the alphabetic code be 3-6 characters and that the numeric code is no more than 9 digits. Note: Patient designations and numbers will be entered into our database. Typewritten information and bar-coded information is preferred. If not able to type or use bar-coded labels please make effort to write clearly.

4. Blood should be shipped **at room temperature** (22^oC - 24^o C). Place each tube in a multi-tube Styrofoam container and seal with several wraps of tape. Print out request form and send with the tubes.

5. Ship blood according to Dept of Transportation regulations for noninfectious biologicals using DOT/IATA packing Instructions 650 (See website referenced). Attach the express airbill to the outside of the package. Mark the "FedEx Priority Overnight" box on the airbill to have blood delivered by the next business morning. Contact Federal Express toll-free at 1-800-463-3339 to arrange for a pick-up.

Please be sure to establish your payment method before starting your project.

6. The GRCF Policy on Same Day Processing: Monday-Thursday samples must be received by 2pm, Friday samples must be received by 12 noon. Otherwise, samples will be processed on the next business day only.

7. Please notify GRCF to alert as soon as you schedule the blood draw (bioprocessing@jhmi.edu and ksarkar4@jhmi.edu)

Sample processing contact: Karen Horner, bioprocessing@jhmi.edu

Study set up contact: Kakali Sarkar, Ph. D ksarkar4@jhmi.edu OR Melissa Olson, Ph.D., molson14@jhmi.edu

Reference:

Penno, MB ; Krueger, MP ; and Ray, TY. Instructions for drawing and shipping a blood sample for lymphocyte storage or transformation. J. Tissue Culture Methods 15:43- 48, 1993 DOT/IATA packing Instructions 650 www.cdc.gov/ncidod/monkeypox/pdf/specimenguide.Pdf

Ship all Specimens to:

Kakali Sarkar Ph.D. / Melissa V. Olson, Ph.D.

GRCF Cell Center and Biorepository

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