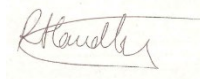



FIEBRE Standard Operating Procedure F.15a

Title	STORAGE AND SHIPPING DRIED BLOOD SPOTS FROM STUDY SITES TO LSHTM
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SOP Reference	Version	Date of effect
F.15a	1.1.1	27th September 2019

SOP Development

	Name	Title	Signature	Date
Author	Rebecca Handley	LSHTM Laboratory Co-ordinator		
Reviewer	Chrissy h Roberts	LSHTM FIEBRE laboratory expert		
Approver	Heidi Hopkins	FIEBRE scientific program coordinator	(HHopkins, electronic signature)	16 Oct 2019

Review Tracker

Due date for next review	Reviewer name	Signature	Date reviewed

Revision History

Version No.	Effective date	Reason for change

SOP User Confirmation

I acknowledge that I have read, understood and agree to follow this SOP

#	Name (print)	Signature	Date

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1. TITLE: STORAGE AND SHIPPING DRIED BLOOD SPOTS FROM STUDY SITES TO LSHTM

2. Purpose: To describe the procedures for storing and shipping dried blood spot (DBS) samples collected from participants in the FIEBRE study.

3. Responsible staff: FIEBRE laboratory and co-ordination staff [site-specific]

4. Background & Rationale: The first primary objective of the FIEBRE study is to determine the treatable and/or preventable causes of fever in our study population. Included in this work is the development of a multiplex bead-based assay for measuring biomarkers correlated with fever. If dried blood spots (DBS) can be validated as a source for the biomarker assay, the spots will become the primary sample type used in this assay. For this reason, DBS will be shipped from each study site to LSHTM, where the biomarker work is conducted. This SOP describes and explains shipping requirements for transfer of DBS from each site to LSHTM.

5. Supplies and materials

- Individually labelled DBS and desiccant sachets, stored individually in small ziplock bags which are packed within large ziplock bags
- Gloves
- A good quality cardboard box to use as outer packaging
- Relevant documentation (section 10)
- Transparent envelopes for outer packaging

6. Storage

Sample Type	Container	Temperature	Where to find more information
Dried blood spots (DBS)	Individual small, plastic, sealable bags with desiccant sachets in larger plastic, sealable bags	Room temperature	SOP F-05 SOP F-16

7. Preparation for shipment

- 7.1 Discuss with study co-ordinators and LSHTM team to determine which DBS samples are to be shipped.
- 7.2 Contact Becca Handley (rebecca.handley1@lshtm.ac.uk) or an appropriate team member for your site [site-specific name] to obtain a price quote for the number of samples being shipped. Weigh and measure the dimensions (length x width x height) of packaged product to get an accurate quote.
- 7.3 Once a quote has been received, confirm shipment dates with the LSHTM team.
- 7.4 Extract records of the DBS being shipped (participant ID and sample ID) into an Excel spreadsheet and email to Rebecca Handley (rebecca.handley1@lshtm.ac.uk). Please ask Sham Lal (sham.lal@lshtm.ac.uk) and/or your local data team for help if needed.

8. Packaging

- 8.1 DBS are not considered to be infectious or hazardous if packaged correctly. Therefore they are exempt from IATA regulations.
- 8.2 To mail DBS specimens use the basic triple-packaging system:
 - i. The primary container is the filter paper that contains the absorbed and dried blood. Each should be labelled with a barcoded participant ID.
 - ii. A secondary container must enclose the primary (filter paper) container. These are the small ziplock bags within larger ziplock bags.
 - iii. The third level of containment will be an outer cardboard box large enough to comfortably hold all large ziplock bags of DBS. No content markings are required on the outer shipping container. Include sufficient cushioning material within the package (for example, crumpled newspaper, bubble wrap, or similar).
- 8.3 Ship all DBS at ambient temperature.

9. Labelling

9.1 Label the outer container clearly with the sender address and telephone number and with the recipient address (see below).

9.2 Recipient address:

Rebecca Handley, phone +44 0207 927 2866, room 246
London School of Hygiene and Tropical Medicine
Goods In Malet Street (Keppel Building)
London
WC1E 7HT
United Kingdom
Telephone: +44 207 927 8866

10. Documentation

10.1 Place one copy of each of the documents listed below (item 10.3) in a transparent envelope, and affix the envelope to the outer box so that it is visible when the box is sealed closed.

10.2 Place a second copy of each document within the outer package, making sure it is easily accessible.

10.3 Required documentation:

- a) A customs invoice written on headed paper a nominal commercial value of £10 GBP should be used. Contact Becca Handley [Rebecca.handley1@lshtm.ac.uk] for a template if needed.)
- b) A certificate of donation on headed paper. Contact Becca Handley [Rebecca.handley1@lshtm.ac.uk] for a template if needed.
- c) A copy of the MTA.

11. On day of collection

11.1 Package DBS within the outer container. Do not overfill the container. Add extra cushioning if space remains inside the box.

11.2 Ensure sender and delivery address is clearly visible on the outer box.

11.3 Ensure one copy of each of the required documents is inside the box, and one copy of each is in the transparent envelope attached to the outer box.

11.4 If the shipment is organised at the site, provide Becca Handley (Rebecca.handley1@lshtm.ac.uk) with a shipment details and a tracking number.

END