

# Steps for Shipping Frozen Samples



**1.** Assemble all materials for packing and shipping frozen samples, including specimen box, specimen shipping list, ziplock bags, Styrofoam shipping box, dry ice and other packing materials. Make sure the labels on the specimen shipping list match the labeled cryovials in the specimen box.



**2.** Wrap the specimen box with absorbent paper. Place the specimen box into a ziplock bag and seal the bag.



**3.** Place the ziplock bag in the bottom of the shipping box. If necessary, use sheets of bubble wrap to ensure specimens remain in a vertical position.



**4.** Fill a Styrofoam-lined shipping box with dry ice. Allow one pound of dry ice for every 2 hours in transport. To protect your hands and eyes, use heavy gloves and safety glasses when filling the shipping box with dry ice.



**5.** Fill empty space in the box with bubble wrap or paper. This will help prevent shifting of the specimen box when the ice dissipates.



**6.** Place the Styrofoam lid on top of the shipping box. Do not tape the Styrofoam lid to the box. Put the completed specimen shipment list in a ziplock bag and place it on top of the Styrofoam lid. Remember to photocopy the specimen shipment list and retain a copy for your records.



**7.** Secure the outer lid of the shipping box with tape. When using dry ice, the packaging must permit the release of carbon dioxide gas to prevent a build up of pressure that could rupture the package. Leave an air gap when taping to ensure that carbon dioxide is released.



**8.** Label the shipping box with a dry ice sticker.



**9.** Use a pre-printed label or marker to label each shipping box with the recipient lab address and the return address information. Both addresses should include a contact name and telephone number. Contact the recipient lab before shipping the specimens to ensure that the staff is prepared to receive the shipment.