

Thermosafe XL

Training for properly packing a Thermosafe XL shipper

Recorded by Jessica Stahl

Organized by Jessica Stahl

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| <p>Hello, my name is Jessica Stahl, and I am the Project Manager of the NIDDK Central Repository currently being housed at Precision for Medicine. This training will provide a step-by-step demonstration on the proper way to package an Extra Large Thermosafe shipper used for sending specimens to the NIDDK Central Repository. By following the steps in this training, we are striving to eliminate issues we currently encounter with inbound shipments, to reduce the risk of a thaw event and to ensure safe transit and on time delivery of specimens to the repository.</p> | <p>The screen shows title slide “Thermosafe XL, Training for properly packing a Thermosafe XL shipper”</p> |
| <p>First, remove the empty flap that comes pre-attached to the shipper and set aside. This will expose all the necessary labels for your shipment.</p> <ul style="list-style-type: none">• Verify that To and From label has the correct address and Kurt Langenbach listed as the responsible person.• Confirm the presence of a Precision CHEM-TEL label with the emergency contact phone number• A UN1845 label listing the weight of the refrigerant• A Class 9 Miscellaneous Dangerous Goods diamond label for the dry ice.• And a UN3373 Biological substance category B diamond label. | <p>The screen shows a Precision for Medicine employee in rubber gloves displaying a closed white cardboard box. He cuts the tape and removes the empty flap that says “Empty Packaging” on the outside. It has a label in red ink stating, “PLEASE REMOVE “EMPTY PACKAGE” PIECE AND PLACE INSIDE OF BOX WHEN RETURNING SAMPLES”</p> <ul style="list-style-type: none">• He shows the Precision for Medicine TO/FROM address label• the CHEM-TEL label with a 24-hour emergency number• a UN 1845 label with the package weight of 34.78 kg• a Class 9 label• and a UN3373 label. |
| <p>Open the Thermosafe shipper, remove the foam insert and set aside.</p> | <p>Employee opens the box, grabs the black foam insert from the center, removes it, and shows inside of the empty box.</p> |

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| Fill the bottom of the Thermosafe shipper with approximately 2 inches of dry ice. This is only the first layer of dry ice, so do not use more than 2-3 inches to allow enough space for all sample boxes to fit. | Employee dumps dry ice in the box and spreads it evenly with his hand. |
| <p>Now retrieve your sample boxes to be shipped.</p> <p>Wrap a rubber band around the sample box and tuck an absorbent sheet in between the rubber band and the sample box.</p> | <p>On the table is an open transportable tub of dry ice with two metal containers containing vial boxes.</p> <p>Employee pulls one box of vials out and wraps a rubber band around it. He places a white absorbent sheet between the box lid and the rubber band.</p> |
| Place the sample box inside of the 2-part secondary vessel. First place the sample box into the inner leak-proof poly bag. Compress the bag to remove any excess air, remove the paper strip exposing the adhesive, and seal the bag. | Employee opens a clear plastic bag with the SaftPak emblem, biohazard symbol and a barcode on it. He places the vial box into the bag, compresses the bag removing excess air, exposes the adhesive by removing the paper strip, and seals the bag. |
| <p>Now place this inside of the Tyvek outer envelope, for best results insert the box sideways. Again, compress the bag to remove any excess air, and remove the paper strip exposing the adhesive, and seal the bag.</p> <p>Repeat this step for all sample boxes. Once all sample boxes are in the 2-part secondary vessel, your samples boxes are ready to be placed into the Thermosafe shipper.</p> | <p>Employee opens a second SaftPak plastic bag, grabs the sealed bag containing the frozen vials, turns it sideways with the top of the wrap folded over itself, and places it into the second bag.</p> <p>He compresses the bag removing excess air, exposes the adhesive by removing the paper strip, and seals the bag.</p> <p>He places this package on top of the metal container in the transportable dry ice bin.</p> |
| Place 6 boxes into the Thermosafe shipper. When adding the boxes, ensure that they all remain flat. Fill the shipper with enough dry ice to cover the 6 boxes, smooth out the dry ice as necessary. | <p>Employee places the sealed package of vials into the bottom of the shipper.</p> <p>He grabs previously sealed packages and places them on the bottom of the shipper next to the first, so they spread evenly across the dry ice.</p> <p>He dumps dry ice on the sealed packages of samples and uses his hand</p> |

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| | to evenly distribute the dry ice across the surface. |
| Now add the next layer of 6 sample boxes. Again, fill with dry ice to cover the boxes and smooth out as necessary. | Employee places six previously sealed packages evenly on the layer of dry ice. He dumps dry ice on the sealed packages of samples and uses his hand to evenly distribute the dry ice across the surface. |
| Finally add the remaining 6 sample boxes, cover with dry ice, and smooth out as necessary. Leave about 4-5 inches of space from the top of the Thermosafe shipper, as this is the space needed for the foam insert. | Employee places six previously sealed packages evenly on the layer of dry ice. He dumps dry ice on the sealed packages of samples and uses his hand to evenly distribute the dry ice across the surface. |
| Once all boxes are covered with ice, place the previously removed foam insert into the top of the shipper. | Employee put the black foam insert back into the center where it was originally. |
| Set the previously removed empty flap, along with the shipping manifest on top of the foam insert. | Employee takes the empty flap that says “Empty Packaging” on the outside. It has a label in red ink stating, “PLEASE REMOVE “EMPTY PACKAGE” PIECE AND PLACE INSIDE OF BOX WHEN RETURNING SAMPLES”. He places it on top of the black foam insert. He places a plastic bag with the manifest inside of it on the “Empty Packaging” flap. |
| Close the flaps of the shipper and tape shut with 2-3 pieces of tape, do not tape excessively, so that dry ice vapors have a way to escape. | Employee closes the flaps of the outer white cardboard box in the manner they were received (short flaps below long flaps). He runs a tape gun starting a few inches below the top of the box on the short side, across the top, and down the other short side a few inches, in the same manner it was received. He repeats with a second strip of tape so that they overlap and both long flaps are taped down. |

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| <p>Lastly, get your airway bill. Remove the paper backing and affix the airway bill to the top of the Thermoasfe shipper. Once affixed, your shipment is ready for transport.</p> | <p>Employ grabs a printed airway bill, removes the paper backing, and sticks it to the top of box, above the side of the box with the labels.</p> |