STP300 & STP 320
Training for properly packing an STP300 or STP320
Recorded by Jessica Stahl
Organized by Jessica Stahl

Audio	Visual
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 STP-300 or STP-320 dry ice 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 at the repository.	The screen shows title slide "STP300 & STP320 Training for properly packing an STP300 or STP320"
First, remove the empty flap that comes pre-attached to the shipper. This will expose all the necessary labels for your shipment. • 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.	The screen shows a Precision for Medicine employee in rubber gloves displaying a closed STP-320 cardboard box. He cuts the tape and removes the empty flap that says "Empty Packaging" on the outside. 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 8 kg net weight, • a Class 9 label, • and a UN3373 label.
Place the empty flap inside the shipper between the cardboard and insulated container	Employee opens box, places the empty flap between the inner insulated foam container and the outer STP-320 cardboard box, just behind the labels.
You may now fill the STP with dry ice around the inner cardboard container.	Employee removes the lid of the inner foam insulated container, and places it on the

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Ensure that the inner container stays within the notched part of the insulated container. Continue to fill the insulated container until the ice is even with the inner cardboard container. It is critical that the ice is even with the top of the inner cardboard container to ensure there is enough ice for transit, taking into account the potential for courier delays. Do not place dry ice on the top of the carboard container and leave the ridge open so that the lid fits onto the insulated container. Smooth out any dry ice if necessary.	table. With the outer STP-320 cardboard box open, and the empty inner cardboard container in the center of the inner foam insulated container, he uses a scoop to fill the empty space around the empty box with dry ice. With one hand, he removes the dry ice from the top of the inner cardboard container and spreads the dry ice evenly throughout. He adds more dry ice and makes it level with the top of the inner cardboard container.
Once filled, clear the ridge of any dry ice. Return your lid to the insulated container.	Employee runs his finger around the indent of the top of the inner foam insulated container showing that it is clear of dry ice. He places the foam lid of the inner foam insulated container back on top and the dry ice is now covered.
Now retrieve your sample boxes to be shipped. Wrap a rubber band around the sample box and tuck an absorbent sheet in between the rubber band and the box.	On the table is an open transportable tub of dry ice with two metal containers containing vial boxes. 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.
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.
Now place this inside 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. Repeat this step for all sample boxes.	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. He compresses the bag removing excess air, exposes the adhesive by removing the paper strip, and seals the bag.

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	He places this package on top of the metal container in the transportable dry ice bin.
Once all sample boxes are in the 2-part secondary vessel, place your sample boxes into the inner container. This inner container can hold three two-inch sample boxes or two three-inch sample boxes. Once all sample boxes have been placed in the inner container, fold the flaps down starting with the notched side first.	Employee opens outer STP-320 cardboard box, removes the lid to the inner foam insulated container, and places it on the table. He opens the inner cardboard container and places the sealed package of vials into the bottom. He grabs 2 more previously sealed packages and individually places them on top of the first. He closes all four flaps of the inner cardboard container.
Return the insulated lid on top of the container, ensuring that the lid fits tightly onto the container. Place the manifest into the provided manifest bag and place on top.	Employee places the lid of the inner foam insulated container on top. He taps the top of the lid and outer box to ensure they fit together. He places a plastic bag with the manifest inside of it onto the top of the inner foam insulated container. He uses a two-inch strip of tape to secure this plastic bag to the inner foam insulated container.
Close the flaps of the STP and tape shut. Use 2 to 3 strips of tape to seal the box. Do not tape excessively, leaving a way for dry ice vapors to escape.	Employee closes the flaps of the outer STP-320 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.
Get your airway bill. Remove the paper backing and affix the airway bill to the top of the shipping container. Once affixed, your shipment is ready for transport.	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.