



SHIPPING FROM AUTOANTIBODY SCREENING LABORATORIES

1 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline procedures for labeling, storing, and shipping autoantibody positive samples from screening laboratories to nPOD administrative offices at the University of Florida.

2 SCOPE

This SOP will be applied to all autoantibody positive samples that are shipped to nPOD.

3 RESPONSIBILITIES

- 3.1 Managers and supervisors are responsible for making sure that technicians are properly trained and equipment and facility are maintained in good working order.
- 3.2 Laboratory personnel are responsible for reading and understanding this SOP and related documents and to perform these tasks in accordance with the SOPs.

4 EQUIPMENT and MATERIALS

N/A

5 SAFETY

N/A

6 PROCEDURE

- 6.1 Clearly label each vial with internal accession number.
- 6.2 Store at least 200 uL of sample to ship to nPOD.
- 6.3 If samples are not being shipped immediately, freeze the samples at -20°C.
- 6.4 Pack vials to be shipped on dry ice.
 - 6.4.1 Include sufficient dry ice to ensure there is dry ice remaining once received at the nPOD offices.
- 6.5 Send samples either individually or in batch (monthly) to the nPOD administrative offices.
 - 6.5.1 Ship samples only on Monday, Tuesday, or Wednesday.
- 6.6 Ship samples via FedEx to the following address:

ATTN: Clive Wasserfall
Atkinson Laboratory
University of Florida, College of Medicine
1275 Center Drive
BMSB, Rm. J504
Gainesville, FL 32611

JDRF nPOD Standard Operating Procedure		
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6.7 Ship using the nPOD FedEx account. Contact nPOD administrative offices at jmoraski@ufl.edu to receive the account number.

6.8 Send email notifications of pending shipment to the following addresses:

6.8.1 clive@ufl.edu

6.8.2 npod@pathology.ufl.edu

6.8.3 jmoraski@ufl.edu

6.8.4 leahret@pathology.ufl.edu

6.9 For questions regarding the shipment, contact 352-494-3646.

7 REFERENCES

N/A

8 REVISION HISTORY

Version	Date	Revision

Prepared by	Clive Wasserfall		
Approved by	Mark Atkinson		
	Name	Signature	Date