



CASE REFERRALS AND RECOVERY SHIPPING

1 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline procedures for referring and shipping donor organs and tissues, including blood samples, to the nPOD Organ Procurement and Pathology Core (OPPC) from recovery sites and Organ Procurement Organizations (OPOs).

2 SCOPE

This SOP will be applied to all recovered samples shipped to the OPPC.

3 PROCEDURE

- 3.1 The OPO representative will contact either the IIAM coordinator on-call or the nPOD Call Center at 1-866-731-6585 to refer a new case. See Inclusion and Exclusion Criteria for nPOD Donors at <http://jdrfnpod.org/sops/donor-criteria.pdf> for accepted case criteria.
- 3.2 After a new case has been accepted by the nPOD on-call staff, the OPO representative will contact nPOD Administration at 352-359-2741 to arrange for shipping.
 - 3.2.1 If nPOD Administration is not available, the OPO representative will contact the OPPC laboratory manager (LM) at 352-870-9102.
- 3.3 The OPO Recovery Team will pack the organs and tissues, including blood samples, according to the nPOD Organ Recovery protocol.
- 3.4 The OPO representative will use the following courier account numbers for shipping:
 - 3.4.1 nPOD AirNet account: 206749
 - 3.4.2 nPOD Sterling Courier account: SC21255
- 3.5 The OPO representative will ship the package to:

ATTN: nPOD -- Research Pancreas
University of Florida
Blood Bank Laboratory
Shands, South Tower G-110
1515 SW Archer Rd.
Gainesville, FL 32608
- 3.6 For any questions regarding the shipping address, call the blood bank at either 352-733-0900 (direct line) or 352-265-0111 (operator, press 0 for the blood bank).
- 3.7 The OPO representative will send an email to npod@pathology.ufl.edu with the AirNet or Sterling Courier tracking number.
 - 3.7.1 Using the nPOD AirNet or Sterling Courier account will also ensure that the nPOD mailbox receives notification of the shipment.

CONTINUED ON NEXT PAGE



3.8 The OPPC Lab Manager will post a flyer at the UF Blood Bank laboratory with contact information for on-call nPOD staff.

3.8.1 The on-call nPOD staff will contact the blood bank to request information regarding shipment delivery.

4 RESPONSIBILITIES

4.1 Managers and supervisors are responsible for making sure that technicians are properly trained and equipment and facility are maintained in good working order.

4.2 Laboratory personnel are responsible for reading and understanding this SOP and related documents and to perform these tasks in accordance with the SOPs.

5 EQUIPMENT and MATERIALS

5.1 N/A

6 SAFETY

6.1 Use personal protective equipment and universal safety precautions when handling human specimens.

7 REFERENCES

7.1 Department of Transportation Shipping Regulations

7.2 Inclusion and Exclusion Criteria for nPOD Donors (<http://jdrfnpod.org/sops/donor-criteria.pdf>)

7.3 nPOD Organ Recovery Protocol