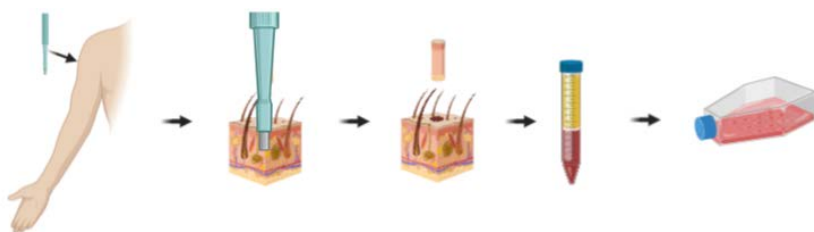


Coriell Tissue Biopsy Shipping Kit Contents and Other Necessary Items:

Items Provided in Biopsy Kit	Items Not Provided in Biopsy Kit
Conical tube (15 ml) with serum-free Ham's F12 medium containing antibiotics	Anesthetics and syringes
Bubble pouch to hold tube, SAF-T-Pak clear plastic inner biohazard bag with absorbent sheet, and outer Tyvek® bag	Surgical gloves
Inner Styrofoam box and outer cardboard box	Disinfectants: 70% alcohol or alcohol swabs and Betadine® or Hibiclens®
Ice pack	Biopsy punch (3 mm)
NIGMS HGCR Submission Form, Informed Consent Form, Assent Form (if applicable), and Clinical Data Elements Form	Surgical instruments
NIGMS HGCR Biopsy Submission Instructions	Bandages and sterile gauze pads
Pre-paid FedEx air bill pre-addressed to Coriell	Parafilm®

Procedure:

1. Plan biopsy collections for Monday through Thursday (international: Monday through Wednesday). **DO NOT SHIP ON FRIDAYS, SATURDAYS, OR THE DAY BEFORE A MAJOR HOLIDAY.**
2. **Subjects with international normalized ratio (INR) > 2.5 warfarin should NOT be biopsied.**
3. The ice pack provided in the kit must be frozen prior to the procedure.
4. Ensure that the donor subject or subject's guardian has signed the NIGMS HGCR Consent Form.
5. Label each tube with the subject identification number if you have one, or name and birthdate. On the submission form, indicate the tissue origin and tissue type (e.g. forearm, skin). Please print **CLEARLY**. The subject identification number or barcode on the tube should match that on the NIGMS HGCR Submission Form.
6. Wear gloves and use aseptic technique when obtaining biopsies. Before the punch biopsy is taken, scrub the biopsy area 3 times using sterile gauze soaked with a disinfectant such as Betadine® or Hibiclens®. Then wipe the area with 70% alcohol or an alcohol swab.
7. Skin biopsies should include all dermal layers but not the underlying fat. Skin punches should be 2-4 mm³. After anesthetizing and disinfecting the area, collect one 3-4 mm³ or two 2 mm³ skin punches.



8. Place the tissue in the tube provided which contains medium and antibiotics. There should be sufficient medium in the tube so that it can circulate around the specimen (5-10 times the volume of the tissue specimen).
9. When the biopsy collection is complete, cap the tube **TIGHTLY** and wipe with 70% alcohol or an alcohol swab.
10. Insert the tube in the bubble pouch. Then place the tube in the plastic biohazard bag with an absorbent sheet. Seal the plastic bag, place in the Tyvek[®] bag and seal.
11. Refrigerate the bagged tube at 4°C until shipment on the same day. **DO NOT FREEZE!**
12. **Complete the submission paperwork:** NIGMS HGCR Submission Form, Informed Consent Form, Assent Form (if applicable), and Clinical Data Elements Form.
13. Be sure that any identifiers on the tube and on the submission form match.
14. Place the bagged tube and all completed submission paperwork and copies of any relevant medical records) in the shipping container. Biopsies from multiple subjects can be shipped in a single box. Shipping boxes hold a maximum of 12 tubes.
15. Ship sample(s) with frozen ice packs but **DO NOT FREEZE!**
16. Ship for next business day delivery to Coriell using the supplied FedEx airbill. The ideal ship day is the same day the biopsy is taken. Ship to Coriell as soon as possible. **DO NOT SHIP ON FRIDAYS, SATURDAYS, OR THE DAY BEFORE A MAJOR HOLIDAY.** The address is below:

NIGMS Project Manager
Coriell Institute for Medical Research
403 Haddon Avenue
Camden, New Jersey 08103
17. **IMPORTANT:** Please send an email notification of the shipment, including the **FedEx tracking number** and the **number of samples** being shipped to NIGMS@coriell.org. Be sure to follow the shipping instructions provided with the kit.