

APPENDIX B: SHIPPING BIOSPECIMENS TO CORE LABORATORIES

SECTION B.1 FROZEN TISSUE/BLOOD/DNA

SECTION B.1.1 BLOOD & OCT BLOCKS, FLASH FROZEN, AND TISSUE IN RNA PROTECT

SECTION B.1.2 TISSUE SECTIONS

SECTION B.2 FIXED TISSUE

SECTION B.2.1 TISSUE IN FORMALIN OR FFPE BLOCKS

SECTION B.2.2 TISSUE SECTIONS

SECTION B.3 SINGLE CELL PLATES

Core repositories: *Biospecimens collected at Lung PCA Collection sites will be sent to the University of Colorado (CU) for all LUSC cases or MD Anderson Cancer Center (MDACC) for all LUAD cases collected specimens for participants in the Lung Pre-Cancer Atlas study. **Exceptions:** Single cell plates should be sent directly to BU, DNA isolated for genomic controls sent to UCLA and tissue sectioned on coverslips for CODEX at site sent to Stanford.*

Frozen samples: *All freshly sorted plates, OCT blocks, OCT sections, flash frozen (+/- protect agents), genomic DNA/ blood samples are to be shipped on dry-ice. All biospecimens should not undergo freeze-thaw cycles prior to shipping, so please aliquot volume appropriately at the time of storage. All biospecimen samples must be shipped **overnight for next day delivery, shipped Monday through Wednesday only for batched specimens and Monday through Thursday for prospective bronchoscopy specimens.** Shipping methods should take seasonal temperatures into account, and include the use of extra insulated packaging and be shipped using dry ice.*

Formalin/FFPE samples: *Formalin tissue, FFPE tissue blocks or sectioned FFPE blocks. All biospecimen samples must be shipped **overnight for next day delivery, shipped Monday through Wednesday only for batched specimens and Monday through Thursday for prospective bronchoscopy specimens.** Shipping methods should take seasonal temperatures into account, and include the use of extra insulated packaging and be shipped using cold packs.*

Ship to Addresses:

CU: (core) Attn: Andrea Osypuk

University of Colorado– AMC, 12801 E. 17th Ave. L18-5400A, Aurora, CO 80045

MDACC: (core & MIF) Attn: Tieling Zhou/ Humam Kadara

MD Anderson Cancer Center, 2130 W Holcombe Boulevard, Life Science Plaza, SUITE 910, LSP9.4227, Houston TX 77030

BU: (single cell plates- RNA & DNA and TMAs for CODES) Attn: Erin Kane / Sarah Mazzilli,

Boston University School of Medicine, E-624, 72 East Concord St Boston, MA 02118

UCLA: (genomic DNA) Attn: Kostyantyn Krysan

University of California -Los Angeles 650 Charles Young Dr. South, 10-240B Factor Bldg., Los Angeles, CA 90095

Broad: (snuc samples) Attn Nate Haywood, Broad Institute of MIT and Harvard 75 Ames Street, 9085A Cambridge, MA 02142

NOTE: *for the prospective LUSC Cohort Samples only the CU core will provide:*

- Biopsy Collection Kit
 - Dual compartment Shipper with Ice packs
 - Specimen transport bags with Zorbs
 - FedEx Shipping Label (Priority Overnight)
 - Dry Ice Label
 - Recipient Label
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SECTION B.1.1 FROZEN TISSUE/BLOOD/DNA *

*If preparing shipping for prospective longitudinal LUSC-PML cohort refer to the *Lung Pre-Cancer Atlas: Prospective Longitudinal LUSC Biospecimen Manual*

1. Upload all required biospecimen and clinical data for the case to be shipped to synapse or Lung PCA portal
2. Complete all fields in the provided PCA shipping manifest
 - a. PCA ID sample # (PID)
 - b. Sample type
 - c. Confirm required biospecimen and clinical data has been uploaded
3. When ready to ship, fill a **cooler box (bottom if using CU shipper)**, about 1/3 full of dry ice.
4. Place frozen specimens in the specimen transport bag with Zorbs (3"x3" Zorb Sheets from Medline Manufacture # SFE44001) and seal each specimen bag, removing as much air as possible, and then place on top of the dry ice.
5. Add dry ice on top of the frozen specimen bags until cooler is full. Make certain the lid fits properly. Do not tape the container top down to allow vapors to escape.
6. Record the FedEx tracking number and the date shipped
7. Close and seal the cardboard box with packaging tape.
8. Affix the Biological Substance Category B, Dry Ice, FedEx shipping label and Recipient label to the box.
9. Ship immediately following packaging. Make certain package is available at FedEx pick up site to ensure overnight shipment and next day delivery.
10. Email notification of shipment including the FedEx tracking number in the subject line of the email, include: **PCA Study, Site ID#, PID #, Fresh Shipment**
 - a. CU → to BCF.Schedule@cuanschutz.edu, cc: dan.merrick@cuanschutz.edu, erinkane@bu.edu, mazzilli@bu.edu
 - b. MDACC → to HKadara@mdanderson.org, tzhou2@mdanderson.org, cc: dan.merrick@cuanschutz.edu, erinkane@bu.edu, mazzilli@bu.edu
 - c. BU → to erinkane@bu.edu cc: dan.merrick@cuanschutz.edu, mazzilli@bu.edu

SECTION B.1.2 FROZEN TISSUE SECTIONS

1. Upload all required biospecimen and clinical data for the case to be shipped to synapse or Lung PCA portal
2. Complete all fields in the provided PCA shipping manifest
 - a. PCA ID sample # (PID)
 - b. Sample type
 - c. Confirm required biospecimen and clinical data has been uploaded
3. When ready to ship, fill a **cooler box (bottom if using CU shipper)**, about 1/3 full of dry ice.
4. Package slides into the slide box with padding material on top to make sure nothing breaks in transit.
5. Tape the slide box closed and place the slide box into the Ziploc bag.
6. Add dry ice on top of the frozen specimen bags until cooler is full. Make certain the lid fits properly. Do not tape the container top down to allow vapors to escape.
7. Record the FedEx tracking number and the date shipped
8. Close and seal the cardboard box with packaging tape.
9. Affix the Biological Substance Category B, Dry Ice, FedEx shipping label and Recipient label to the box.
10. Ship immediately following packaging. Make certain package is available at FedEx pick up site to ensure overnight shipment and next day delivery.
11. Email notification of shipment including the FedEx tracking number In the subject line of the email, include: **PCA Study, Site ID#, PID #, Fresh Shipment**
 - a. CU → to BCF.Schedule@cuanschutz.edu, cc: dan.merrick@cuanschutz.edu, erinkane@bu.edu, mazzilli@bu.edu

- b. MDACC → to HKadara@mdanderson.org, tzhou2@mdanderson.org, cc: dan.merrick@cuanschutz.edu, erinkane@bu.edu, mazzilli@bu.edu

SECTION B.2.1 TISSUE IN FORMALIN OR FFPE BLOCKS*

*If preparing shipping for prospective longitudinal LUSC-PML cohort refer to the *Lung Pre-Cancer Atlas: Prospective Longitudinal LUSC Biospecimen Manual*

1. Upload all required biospecimen and clinical data for the case to be shipped to synapse or Lung PCA portal
2. Complete all fields in the provided shipping manifest
 - a. PCA ID sample # (PID)
 - b. Sample type
 - c. Confirm required biospecimen and clinical data has been uploaded
3. In a **cooler box (top if using CU shipper)**, place in a specimen transport bag with zorbs and seal each specimen bag removing as much air as possible:
 - a. Biohazard bag containing: (For all collections)
 - i. Formalin Fixed Samples – ensure caps are sealed before shipping.
4. Record the FedEx tracking number and the date shipped
5. Close and seal the cardboard box with packaging tape.
6. Ship immediately following packaging. Make certain package is available at FedEx pick up site to ensure overnight shipment and next day delivery.
7. Email notification of shipment including the FedEx tracking number In the subject line of the email, include: **PCA Study, Site ID#, PID #, Fresh Shipment**
 - a. CU → to BCF.Schedule@cuanschutz.edu, cc: dan.merrick@cuanschutz.edu, erinkane@bu.edu, mazzilli@bu.edu
 - b. MDACC → to BSanchez2@mdanderson.org, cc: dan.merrick@cuanschutz.edu, HKadara@mdanderson.org, jfujimot@mdanderson.org, erinkane@bu.edu, mazzilli@bu.edu

SECTION B.2.2 FFPE TISSUE SECTIONS

1. Upload all required biospecimen and clinical data for the case to be shipped to synapse or Lung PCA portal
2. Complete all fields in the provided PCA shipping manifest
 - a. PCA ID sample # (PID)
 - b. Sample type
 - c. Confirm required biospecimen and clinical data has been uploaded
3. When ready to ship, using a **cooler box (bottom if using CU shipper)** add frozen cold packs to the bottom
4. Package slides into the slides/coverslips in a box with padding material on top to make sure nothing breaks in transit.
5. Tape the slide box closed and place the slide box into the Ziploc bag.
6. Record the FedEx tracking number and the date shipped
7. Close and seal the cardboard box with packaging tape.
8. Affix the FedEx shipping label and Recipient label to the box.
9. Ship immediately following packaging. Make certain package is available at FedEx pick up site to ensure overnight shipment and next day delivery.
10. Email notification of shipment including the FedEx tracking number In the subject line of the email, include: **PCA Study, Site ID#, PID #, Fresh Shipment**
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c. BU → to erinkane@bu.edu cc: dan.merrick@cuanschutzh.edu, mazzilli@bu.edu, emilee@bu.edu