



Sample Shipping and Transportation

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Category:	RECORDS AND DOCUMENTATION		
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1.0 PURPOSE

The purpose of this SOP is to outline the procedures for the proper packaging, labeling, and transportation of biological samples from Nourah's Tissue Biobank to external recipients, ensuring compliance with relevant regulations and maintaining the integrity of the samples during transit.

2.0 SCOPE

This SOP applies to all personnel involved in packaging, labeling, and transporting biological samples to external recipients within Saudi Arabia or internationally, including the use of third-party couriers such as SMSA, DHL, or Aramex.

3.0 ROLES AND RESPONSIBILITIES

This SOP applies to all personnel of Nourah's Tissue Biobank members

Biobank Personnel	Responsibility
Biobank Coordinators	Responsible for coordinating the packaging, labeling, and transportation of biological samples.
Researchers	Responsible for collecting samples directly from the biobank, if applicable.
Third-Party Couriers (SMSA, DHL, Aramex)	Responsible for ensuring safe delivery and proper handling of samples during transit.

4.0 MATERIALS, EQUIPMENT, AND FORMS

Listing of the materials, equipment, and forms being used to achieve the goals of the SOP, this list will mainly contain necessary materials and, or recommendations that may be substituted by alternative or equivalent materials more suitable at the time of testing.



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Material to be used	Site
LabVantage LIMS system for sample tracking	
Packaging materials (e.g., insulated containers, absorbent material, biohazard labels)	
Dry ice or cold packs (for temperature-sensitive samples)	
Shipping containers	
Documentation (e.g., waybills, shipping manifests)	

5.0 POTENTIAL HAZARDS

In this part of the SOP, we explain the potential hazards from chemicals and methodologies used in this procedure. It will also contain information on how to handle these chemicals and the level of biosafety

Material	Safety and handling

6.0 PROCEDURES

This section outlines the steps involved in preparing, packaging, and transporting biological samples from Nourah's Tissue Biobank, ensuring that the process complies with safety regulations and maintains the integrity of the samples during transit.

6.1 SAMPLE COLLECTION AND PACKAGING

- Domestic Shipments (Within Saudi Arabia):
 - Samples may either be collected by the researcher directly at the biobank or shipped via SMSA courier.
 - Use appropriate packaging materials (e.g., insulated containers, biohazard bags) to protect the integrity of the sample.
 - Ensure the shipping label includes the recipient's contact details and a clear description of the contents (e.g., "Biological Samples – Handle with Care").
- International Shipments:
 - For international sample shipping, DHL or Aramex is preferred as they follow the International Air Transport Association (IATA) guidelines for packaging biological substances.
 - Samples requiring temperature control (e.g., frozen) should be packaged with dry ice or cold packs.
 - Ensure all customs forms and permits are completed accurately, in line with the destination country's regulations.

6.2 DOCUMENTATION AND LABELING

- Clearly label all packages with biohazard symbols if applicable, along with a "This Way Up" label to ensure proper handling.
- Affix a shipping label with the recipient's full address and contact information.
- Prepare a shipping manifest listing all samples included in the shipment, the recipient's details, and tracking numbers.



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4. Ensure the necessary waybills and export/import documentation are completed for international shipments.

6.3 TRACKING AND NOTIFICATION

1. Log all shipping details into the LabVantage LIMS system, including courier information and tracking numbers.
2. Once samples have been dispatched, notify the recipient via email or phone, providing them with tracking details and expected delivery times.

6.4 INCIDENT MANAGEMENT

1. In the event of a lost or delayed shipment, notify the recipient and the Biobank Manager immediately.
2. Contact the courier service to trace the shipment and resolve the issue.
3. If the recipient reports damaged samples, conduct an investigation and determine whether the issue was due to improper packaging or courier mishandling. Implement corrective actions as necessary.

7.0 REFERENCES

1. CTRnet SOPs "09.001 Sample Shipping and Transportation"
2. LabVantage LIMS System Manual
3. King Abdullah Bin Abdulaziz University Hospital's send out Policy

8.0 REVISION HISTORY

SOP No.	Date Revised	Author	Summary

9.0 APPENDICES

Appendix A – IATA Checklist