



# Standard Operating Procedure: Courier Shipping

*Document History*

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## 1. Background

This Standard Operating Procedure describes the procedure to be followed when sending human tissue samples to another organisation via courier. It is written in accordance with the Human Tissue Act 2004 and the Codes of Practice of the Human Tissue Authority.

DHL is the preferred courier for the University of Sheffield should be contacted in the first instance to check that they deliver to the destination country required and to confirm what paper work is required for completion and to confirm delivery times.

If sending tissue samples to the USA, four copies of the commercial invoice will be required and a copy of the United States Department for AGRICULTURE (USDA) regulations, which includes a format letter to the USDA inspector, should be printed on University of Sheffield letter headed paper and one copy of this letter placed inside the parcel with two copies placed in envelopes and secured to the outside of the parcel.

If sending tissue samples to Australia you need a copy of the Australian Quarantine and Inspection Service AQIS import permit, which also includes a letter to AQIS Inspector (Available from the recipients). The letter should be printed on letter headed paper and 1 copy placed inside the parcel and 2 copies placed in envelopes and secured to the outside of the parcel

## 2. Procedure

1. The researcher obtains a DHL airway bill from the medical school resources office and enters a requisition on Mypurchase (the order number should then be quoted in the sender reference field on the airway bill) or equivalent trust systems. See <https://www.logistics.dhl/gb-en/home/login.html>
2. The researcher can obtain an estimated cost for the transport of tissue samples using the tariff and transit guide accessible on the DHL web site ([www.dhl.co.uk](http://www.dhl.co.uk))
3. The researcher should enter into the description field the text 'Biological sample, packed in accordance with UN3373'. If shipping tissue samples on dry ice the text ' DRY ice, UN1845 net weight.....kg' should also be entered in the description field of the airway bill. The samples should be packed in a DHL approved container; if liquid samples then the sample should be placed in an outer container to ensure that any liquids are contained if a breakage occurs.
  - a. When sending a parcel on Dry ice the researchers must ensure that there is enough dry ice within their department. If there is not enough dry ice, this will have to be ordered from BOC (NB:

BOC only deliver dry to the Medical School on Mondays, Wednesdays and Fridays).

- b.* If sending samples on Dry ice, the container should be placed into a polystyrene box and filled with sufficient dry ice to allow the samples to remain frozen for the whole of the journey.
4. The researcher should place any documents connected with the tissue sample in a polythene bag placed into the box before securing the polystyrene box shut.
5. The researcher fixes a UN3372 label to the samples box and if using dry ice a UN1845 label should be affixed to the polystyrene box.
6. The researcher contacts DHL on [0844 248 0844](tel:08442480844) to book the parcel in for collection by one of the DHL couriers.
7. The researcher leaves the parcel at the medical school porters lodge ready for collection by courier. A contact number for the researcher team sending the parcel should be left with the porter in case of problems with parcel collection. Accompanying documentation (commercial invoices etc) must also be left with the porter.
8. The researcher can track the progress of the parcel on the DHL website using the airway bill number.
9. Once delivered goods receipt in Mypurchase to complete the order and allow the invoice to be passed for payment.

### 3. Associated Documents

	Document	Document Reference
1	Dry Ice Risk assessment	BIO:RA:CO2
2	Commercial Invoice	BIO:FORM:08
3	DHL Dangerous goods Audit	
4	DHL Dangerous goods contract	
5	DHL Dangerous goods checklist	
6		
7		