

STANDARD OPERATING PROCEDURES
DIVISION OF COMPARATIVE MEDICINE
UNIVERSITY OF SOUTH FLORIDA

SOP#: 424

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TITLE: Transport, Receipt and Delivery of Material Used for Re-derivation, Cryopreservation or Cryorecovery
SCOPE: Animal Care and Mouse Models Core personnel
RESPONSIBILITY: Facility Manager, Supervisor and Technical Staff
PURPOSE: To Outline the Proper Procedures for transport, receipt and delivery of materials for the Mouse Models Core.

I. PURPOSE

1. This SOP outlines the proper procedures to be followed to receive or ship samples offsite using liquid nitrogen (LN₂) transport dry shippers.

II. RESPONSIBILITY

1. It is the responsibility of the Mouse Models Core Facility Manager and/or designee to notify Comparative Medicine Assistant Director in advance of all expected shipments to and from site.
2. It is the responsibility of the technical staff assigned to assist in these procedures to read, understand, and follow the procedures outlined below.
3. It is the responsibility of the technical staff assigned to be trained on the use and proper handling of LN₂ and storage vessels (i.e., dry shippers and bulk tanks).

III. GENERAL SAFETY PROCEDURES

1. Proper PPE must be used when working with LN₂. This includes safety glasses or face shield and insulated cryo gloves. Long handled forceps are used.
2. Work in a well ventilated room when handling LN₂ is required.

IV. MATERIAL TRANSPORT AND LOGISTICAL PROCEDURES

1. When the Mouse Models Core receives a request to import/export materials used for re-derivation, cryopreservation or cryorecovery, proper notification must be sent to Comparative Medicine in advance in the form of the following:
 - a. Email anticipated material (i.e., ES cells, sperm, embryos) shipment manifest to be received or shipped and state desired shipping or receipt date of material. (Note: ideal time to receive or ship material is Tuesday or Wednesday morning, except holidays)
 - b. Scan a copy of the "Request to Receive Biological Materials from Another Institution" (CMDC #235) form to Comparative Medicine Assistant Director if

- material will be received and complete required sections including signature of approval.
 - c. Scan a copy of the "Request to Ship Biological Materials to Another Institution" (CMDC #236) form to Comparative Medicine Assistant Director if material will be sent and complete required sections including signature of approval.
 - d. If using LIMS to approve requests, communicate correspondence to Comparative Medicine.
2. Once all paperwork has been received by Comparative Medicine, the Assistant Director or designee shall complete the following:
- a.

2. On the day of ship out, an email correspondence must be sent to the Mouse Models Core and Comparative Medicine with shipment information.
3. When shipment is sent, shipping and receiving department will be notified by Comparative Medicine of pending time sensitive shipment to arrive onsite.
4. Comparative Medicine personnel will locate dry shipper and bring to the Gas supply room (20051).
5. Mouse Models Core will be notified that shipment has arrived and Mouse Models Core will be responsible for handling the shipment contents intended location.
6. If empty dry shipper will be returned to Comparative Medicine, the dry shipper need not be filled.

Approved:

Date: