The following are NIDDK Repository guidelines related to sample labels (e.g. cryovial, slide) and electronic shipping manifests. The first column contains a common name for the field with the field name in the repository’s inventory database in parentheses.

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Sample Label</th>
<th>Shipping Manifest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scannable sample/vial identifier barcode</td>
<td>Required</td>
<td>-</td>
</tr>
<tr>
<td>Eye-readable vial identifier</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Subject ID</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Network</td>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>Study</td>
<td>Optional</td>
<td>Required</td>
</tr>
<tr>
<td>Site code</td>
<td>Optional</td>
<td>Required</td>
</tr>
<tr>
<td>Material Type</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Volume</td>
<td>-</td>
<td>Required</td>
</tr>
<tr>
<td>Volume Unit</td>
<td>-</td>
<td>Required</td>
</tr>
<tr>
<td>Collection Date or Collection Date and Time</td>
<td>Optional</td>
<td>Required</td>
</tr>
<tr>
<td>Visit/Timepoint</td>
<td>Optional</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

- Longitudinal study (more than one sample collected from a participant over time)
- Cross sectional study (one-time sample collection per participant)
**NIDDK Central Repository**  
**Label, Manifest and Shipping Guidelines**

<table>
<thead>
<tr>
<th>Comments (comment)</th>
<th>Any additional information relevant to the sample (e.g. hemolyzed, lysed)</th>
<th>-</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Modifiers (material_modifiers)</td>
<td>Relevant additive, preservative, stains (e.g. EDTA, H&amp;E)</td>
<td>Optional</td>
<td>Required if &gt; 1 type of additive, stain, etc. per material type</td>
</tr>
<tr>
<td>Thaw Count (thaws)</td>
<td>The number of times a sample was thawed after having been frozen</td>
<td>-</td>
<td>Optional</td>
</tr>
</tbody>
</table>

**Additional Requirements:**

1) **Labels**
   a. Label stock must be manufactured for long-term freezer storage. It is recommended that each tube has a single label and that the label does not overlap, leaving a gap available to visualize the volume. Barcodes and eye-readable information must be printed on the white portion of the label. Proper application of a cryovial label is shown below. The label must be applied with the barcode aligned vertically along the length of the tube so that the barcode is scannable. When the label is applied such that the barcode is wrapped around the vial, the barcode may not be scannable.
   
   Labels and barcodes must be examined prior to applying them to samples. This should include a visual check to ensure the quality of the printed information to minimize formatting issues such as the print being too small, illegible font/font cut off from the edge of the label, dark/splotchy printing, faded printing, etc. It is critical to confirm that there is sufficient “white space” surrounding the barcode to ensure its ability to be scanned. For this reason the repository recommends test scanning labels at the time of printing.
   
   b. **Barcodes must be scannable at point of collection** (i.e. clinical site). If for some reason the barcode is not scannable, the sample must be relabeled at the site and the barcode confirmed as scannable.

2) **Shipping manifest**
   a. Prior to shipping, sites are requested to create an electronic manifest in either Excel or CSV to include the required and recommended fields as discussed above.
   b. In addition to the electronic manifest, sites are requested to include a paper manifest to accompany sample shipments.
   c. Every sample included in a shipment must be included in the manifest (one line/row per sample).
   d. On the day of the shipment, the shipper must provide notification to the repository to include the courier and tracking information as well as an electronic copy of the manifest.

3) The following must be submitted to the NIDDK Repository for approval prior to implementation (or study start):
   a. Example of sample labels
   b. Example of shipping manifest
   c. Copy of the study protocol and Manual of Operation (MOP)
   d. Brief description of DCC procedures to collect, track and monitor sample processes – from collection through shipping to the NIDDK Repository

Contact NIDDK Repository with any questions at Contact the Repository

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Appendix 1

Procedures for Shipping Frozen Samples to Repository

Repository Contact Information
NIDDK Repository
ATTN: Eduard Chani
Precision for Medicine
8425 Progress Drive, Suite M
Frederick, MD 21701
240-306-4100
Fax: (301) 668-3416
Email: niddk.mailbox@precisionformedicine.com

Shipments should be made Monday through Wednesday Only

Shipments should be made using the Saf-T-Pak STP 310 (or designated shipper)

1. Remove Empty Packaging Flap from front of box. A cardboard flap with the words "empty packaging" has been taped to the front of the box to cover the shipping labels when we ship the supplies to you. This flap can easily be cut from the box and removed. Once removed all shipping labels should be present.

   a. Once the Empty Packaging Flap is removed, the box should contain the following labels. If any of the labels are missing please contact Precision for replacements
      i. To Label (To: Repository)
      ii. From Label (From: your site)
      iii. Class 9 Diamond Label
      iv. UN3373 Biological Substance Category B Label
      v. Dry Ice UN1845 Label with space to add weight

2. Place Dry Ice around the small inner brown box (between brown box and Styrofoam container).

3. Place Rubber band (at least \(\frac{3}{4}\)" thick) around Freezer Box containing samples.
4. Place White Absorbent Strip around Freezer Box.

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5. Place Freezer Box containing samples in Clear Biohazard bag and seal according to instructions on the bag.

6. Place Clear Biohazard bag in White Biohazard bag and seal according to the instructions on the bag.

7. Place White Biohazard bag(s) in the inner brown box - the shipping container can hold three 2” freezer boxes - and tape the inner brown box shut.

8. Add additional dry ice to bring total amount to the same level as the top of the brown inner box. Note that the total amount of dry ice will be ~16 lbs or 9 kgs

9. Place the Styrofoam lid onto the container (do not tape the Styrofoam lid),

10. Place the “empty” packaging flap on top of the Styrofoam, and then seal the cardboard box.
11. Place the Emergency Guideline sheet for UN2814 & UN3373 sheet along with the FedEx Airbill in the Airbill holder and place it on packaged box
12. Fill in the Dry Ice Label on box with the amount of dry ice used.
13. Prior to shipment, send an e-mail to Precision for Medicine niddk.mailbox@precisionformedicine.com

Include the following information in the e-mail:
- Shipper’s Name
- Shipper’s Study Name/ Site ID
- Shipper’s Address
- Shipper’s Phone
- Shipment Date
- Courier
- Tracking Number (no spaces)
- Package Weight and Unit of Measure (e.g. 20 kg)
- Approximate number of samples
- Dangerous Goods Classification: Biological Substance Category B UN3373
- An electronic copy of the shipping manifest (a paper copy of the manifest must be included in the shipment).

14. Once the shipment is packed and ready for pick-up, call FedEx at 1.800.463.3339 and request "schedule a pickup". (Record the pickup confirmation number provided by FedEx).
15. Ensure that the package is picked up by the designated courier and that the courier has scanned the package to acknowledge pickup.
16. Once the package has been picked up, confirm the package status by visiting: https://www.fedex.com/en-us/tracking.html or by calling FedEx at: 1.800.463.3339.
17. If using a Pre-printed waybill that was provided by Precision through an emailed PDF, use each pre-printed waybill for only one (1) shipment. Discard or delete the digital copy of the waybill once it has been used for a shipment. Request additional waybills by contacting Precision at the contact information provided above.

Please contact Precision for Medicine (at the contact information above) with any questions related to shipping.
Appendix 2

Procedures for Shipping Ambient Samples to Repository

Repository Contact Information
NIDDK Repository
ATTN: Eduard Chani
Precision for Medicine
8425 Progress Drive, Suite M
Frederick, MD 21701
240-306-4100
Fax: (301) 668-3416
Email: niddk.mailbox@precisionformedicine.com

Shipments may be made Monday through Friday. Please provide notification on Thursday if a study visit is scheduled to ship a sample on Friday.

Shipments should be made using the Saf-T-Pak STP 310

1. Remove Empty Packaging Flap from front of box. A cardboard flap with the words "empty packaging" has been taped to the front of the box to cover the shipping labels when we ship the supplies to you. This flap can easily be cut from the box and removed. Once removed all shipping labels should be present.

   a. Once Empty Packaging Flap is removed the box should contain the following labels. If any of the labels are missing please contact Precision for replacements
      i. To Label (To: Repository)
      ii. From Label (From: your site)
      iii. 24 Hour Emergency Contact Label
      iv. UN3373 Diamond Biological Substance Category B Label

2. Place samples in Freezer Box
3. Place Rubber band (at least ¼" thick) around Freezer Box containing samples.
4. Place White Absorbent Strip around the Freezer Box.
5. Place Freezer Box in Clear Biohazard bag and seal according to instructions on the bag.
6. Place Clear Biohazard bag in White Biohazard bag and seal according to the instructions on the bag.
7. Place White Biohazard bag(s) in the inner brown box (the shipping container can hold three 2" freezer boxes or two 3" freezer boxes) and tape the inner brown box shut.
8. Place the styrofoam lid onto the container (do not tape the Styrofoam lid), place the “empty” packaging flap on top of the styrofoam, and then seal the cardboard box.
9. Place the Emergency Guideline sheet for UN2814 & UN3373 sheet along with the FedEx Airbill in the Airbill holder and place it on packaged box
10. Prior to shipment, send an e-mail to Precision for Medicine at niddk.mailbox@precisionformedicine.com

Include the following information in the e-mail:

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11. Once the shipment is packed and ready for pick-up, call FedEx at 1.800.463.3339 and request "schedule a pickup". (Record the pickup confirmation number provided by FedEx).

12. Ensure that the package is picked up by the designated courier and that the courier has scanned the package to acknowledge pickup.

13. Once the package has been picked up, confirm the package status by visiting: https://www.fedex.com/en-us/tracking.html or by calling FedEx at: 1.800.463.3339.

14. If using a pre-printed airbill that was provided by Precision through an emailed PDF, use each airbill for only one (1) shipment. Discard or delete the digital copy of the airbill once it has been used for a shipment. Request additional airbills by contacting Precision at the contact information provided above.

Please contact Precision for Medicine (at the contact information above) with any questions related to shipping.