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Interbuilding Sample Transport

Introduction:

This document defines the steps and information required for building-to-building shipping of samples between Broad locations on the Broad truck.

Notes:

This document appears to have been originally written as S0132 back in 4/14/2016. However, it was never uploaded to the previous document tracking system.

Definitions:

- **105B** - 105 Broadway (Building)
- **27BSD** - 27 Blue Sky Drive, Burlington (Building)
- **301B** - 301 Binney Street (Building)
- **320C** - 320 Charles Street (Building)
- **415M** - 415 Main Street (Building)
- **75A** - 75 Ames Street (Building)
- **BOL** – Bill of Lading
- **GP** – Genomics Platform
- **JIRA** – Enterprise system for issue tracking. Used here to track the progress of samples being

shipped from all Broad locations.

- **PDO** – Product Order
- **SQM** – Supply & Quality Management

Procedure:

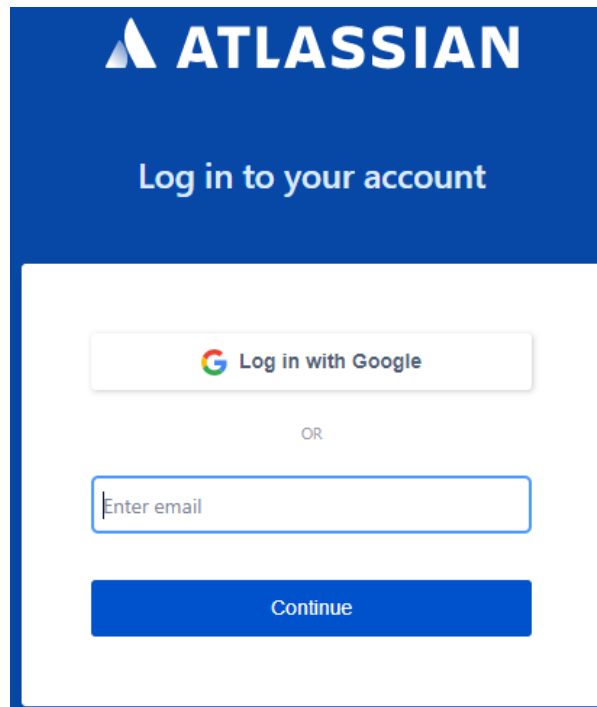
For the purpose of this procedure the "Sender" is the person who is requesting the sample shipment take place. In the case of samples shipments discussed in this document the sender is normally ***not*** someone on the SQM team.

Responsibilities for completing various aspects of these shipments are divided as follows:

- **Sender** - Responsible for completing steps 1-5 and part of step 6. However, the sender can consult SQM for advice if they need it.
- **SQM Personnell** - Responsible for part of step 6, along with steps 7-10.

The steps for transferring a sample between buildings are as follows:

1. **JIRA Ticket** - Senders will have to prepare a JIRA ticket related to the sample they are sending over:
 1. If you have not used JIRA previously, you may need to request a JIRA license from BITS. BITS offers Atlassian products, including JIRA, to all Broadies. To request a license, please fill out the [Atlassian License Request form](#).
 - a. On the license request form, the Atlassian site to select is "broadinstitute.atlassian.net" and the license type is "Jira"
 2. Once you receive confirmation of your license you can proceed. In your browser, enter the following url:
 - a. <https://broadinstitute.atlassian.net/jira/software/c/projects/SQM/boards/161>
 - b. If your browser is connected to the Broad network this is also accessed as: **broad.io/truck**
 3. Choose to log in using Google.



4. Create a ticket by clicking the blue “Create” button at the top of the screen.

- a. The Project will default to ‘SQM’, and the issue type will default to “Sample Shipment”.
- b. Enter a description of the samples you are sending in the “summary” field.
- c. Click on the “shipment” tab and enter the name of the person sending the samples in the “sender” field. This person will receive status update notifications.
- d. Select the building the sample is to be picked up from from the “Sender Building” dropdown.
- e. Enter the sender’s lab number in the “Lab # Sender” field.
- f. Enter the name of the recipient in the “recipient” tab. This person will receive status update notifications.
- g. Select the building the sample is to be delivered to from the “Recipient Building” dropdown.
- h. Enter the lab room number where the sample is to be delivered in the “Lab # Recipient” field.
- i. If there is already a PDO related to this sample, reference the PDO# in the “PDO” field.
- j. Select the temperature sensitivity from the “temperature sensitive” dropdown.
- k. Click the blue “create” button to submit the ticket. Your ticket will be given a tracking number beginning with the prefix SQM-XXX.
- l. There must be one ticket per physical package being sent. If you are

sending multiple packages, create additional tickets for each package.

2. **Packing** - The packaging of samples is the responsibility of the sender.

- *Note: Requirements in this section were indicated by EHS Director Amy Razukiewicz based on the following documentation (see also [attached local copy](#)):*
 - <https://intranet.broadinstitute.org/system/files/administrative-services/ehs/PolicyOnTransportOfBiologicalMaterials2.pdf>
- **Containers** - All biological materials being transported by courier or self-transport (e.g. using the Broad Truck) must be packed using at least three layers of packaging, including a primary container, a secondary container, and the outer container (styrofoam coolers may not be counted as any of the layers). Layers should be arranged as follows from innermost to outermost:
 - **Primary container** - Samples must be in a securely closed primary container such as a tube or flask, or a heat sealed multiwell plate. Please note that:
 - Parafilm or aluminum foil alone do not provide an acceptable seal for liquids.
 - If fragile (glass) primary containers are used, they must be wrapped or separated to prevent breakage during transport.
 - If the exterior of the primary container is suspected of being contaminated, it should be wiped with an appropriate disinfectant before being placed into the secondary container.
 - All layers of packaging outside of the primary container must be kept clean/uncontaminated, so that they can be handled with bare hands.
 - **Secondary container** - The primary container should be placed in a zipper seal bag or other leak resistant secondary container. Also:
 - Paper towels or other absorbent materials capable of absorbing the total volume of liquid if thawed and released from the primary container must also be placed inside this secondary container.
 - *Unlike for air shipping*, there are no testing requirements for this secondary container.
 - **Packing list** - A simple packing list should be included between the secondary and outer layers. It should include:
 - "To" and "from" information including cell phone numbers.
 - A simple description of what is in the box including the identity and volumes of samples.
 - **Dry Ice (optional)** - When a material being sent requires dry ice to maintain correct temperature, be sure to pack, mark and label as per dry ice shipping training. Dry ice and Class 9 labels are available in the hallway

safety stations, or from EHS. Safety reminders:

- Never place dry ice in a fully sealed container from which CO₂ cannot escape.
 - When dry ice packages are transported in any vehicle, ensure that the vehicle is well ventilated; if possible place package in trunk of vehicle.
 - Notify the courier, shuttle bus, or Broad truck operator if your package contains dry ice.
 - Transport of dry ice in a personal vehicle is not recommended.
 - **Outer Container** - If samples need to be insulated in a Styrofoam cooler, an outer cardboard box must also be used. Note that:
 - The cardboard box should be taped shut with packing tape.
 - If re-using a box, make sure to obliterate any old marks or labels that no longer apply.
 - Reusable coolers intended for dry ice are also acceptable. This includes only coolers which are not Styrofoam, but are built so as to allow CO₂ to escape.
3. **Bill of Lading** - The sender is required to:
1. Fill out a copy of the BOL for each package you are sending. Be sure the sender and recipient information matches the ticket, and that the ticket number "SQM-XXX" is referenced on the BOL.
 2. Print 2 copies of the BOL and affix them to the package. One copy will remain taped to the package, while the other will stay with the truck driver per DOT requirements.
4. **Building Specific Requirements**- Senders should keep these details in mind when planning where to send their samples:
- **415M or 75A** - If you are shipping from these buildings, bring the packages and associated BOLs to the loading dock found on the ground level of each building.
 - **27BSD** - If you are shipping from this building, bring the sample to the sample drop-off table in room 134 (the stockroom).
 - **105B** - Only non-temp sensitive packages from 27BSD may be transferred to 105 Broadway. **Nothing** meant for a lab can be moved to 105 Broadway.
5. **Package Labeling** - The sender must affix a "temperature sensitive" or "Not Temperature Sensitive" label to each package. All packages must have a temperature sensitivity label, which should match what was entered in the ticket. This is the responsibility of the sender.
6. **Handoff to SQM**
- **Ready for Delivery** - When the above requirements are met, SQM staff can accept

custody of the package.

- **Sender Shipping Table Dropoff & SQM Check:**

- The sender can drop off the package at a shipping table designated for materials intended for inter building transport. If you can not find an appropriate table, ask SQM where it is located.
- SQM checks specified building-to-building shipping table once a day:
 - 11:00am - Table checked for samples from 415M/75A to 27BSD
 - 12:00pm - Table checked for samples from 27BSD to 415M/75A
- Samples dropped off to the shipping table after the above times will be delivered the following business day on the daily 11:00am truck run schedule.
- **Do not drop off temperature sensitive samples after the 11:00am and 12:00pm truck runs. SQM will not be responsible for temperature sensitive samples dropped off after the 11:00am and 12:00pm cut-off time.**
- **If there is an urgent and critical request for the movement of samples after the posted cut off times, please send an email to SQM@broadinstitute.org and a courier service will have to be utilized for the transport.**

- **SQM Check & Ticket Update** - Once SQM picks up the sample from the table, they will update the ticket:

- SQM will change the ticket status to "Ready for Delivery"
- SQM should add a comment on the ticket and reach out to the sender about any shipment details or documentation that deviates from the information listed in the ticket. A couple of examples:
 - If the sample is missing at the time of the truck run, SQM should mention this in the ticket. If it is still not there after two truck runs SQM should contact the sender directly to see if is a duplicate ticket or if there is a hold up.
 - If the information in the ticket and the BOL are not the same, SQM should annotate the ticket and get clarification from the sender before shipping.

7. Truck Pickup, Transport, & Unloading

- **Truck Pickup** - When the sample is picked up from the origin location and loaded on the truck, SQM will update the status to "On the Truck".
- **Truck Transport** - The truck driver will transport all samples from the building of origin to the loading dock of the destination building.
- **Truck Unloading** - Upon arrival of the sample, the coordinator (or one of the Logistics

Assistants) on the receiving dock will immediately change the status from "On the Truck" to "Destination Dock" for chain of custody purposes.

8. **Sample Delivery**

- SQM loading dock staff will prioritize the delivery of all samples, collecting a signature from the recipient (or suitable colleague) on the retained BOL copy.
 - If a suitable person cannot be found, SQM will attempt to re-deliver the package a second time.
 - If a suitable person still cannot be found after two attempts, the package will be returned to sender before 3:00pm.
 - For packages delivered to 105 Broadway, the driver will drop off the package at the desk listed on the BOL. No signature will be required.

9. **JIRA Ticket Completion** - SQM staff will update ticket status to "Done" and attach the signed BOL to ticket. This closes the ticket.

- If time becomes an issue, SQM has received the OK to annotate the ticket that the delivery has occurred, and that the ticket will be closed out first thing the following morning.
- 105 Broadway tickets will require a comment stating that the package was left at the specified desk.
 - SQM cannot be held responsible for any JIRA samples that go missing after being dropped off in 105 Broadway.

10. **Shipping Table Final Check**

- SQM will check the shipping table for any remaining samples at the end of the day to make sure nothing was dropped off after the cutoff.
- SQM will not be responsible for samples left after the 10:00am and 11:00am cut-off, but will make every effort to contact all relevant parties to ensure the sample is returned to sender by 3:00pm.

Questions

If you have any questions regarding this process, contact Barry O'Neill (boneill@broadinstitute.org).

For immediate assistance, contact the Supply & Quality Management department (SQM@broadinstitute.org).

Example Bill of Lading:

The document attached here approximates how a BOL used for internal sample transport should look. However, the details will need to be altered as the locations, teams involved, and types of samples being shipped change:

[Example - Internal Sample Transport Bill of Lading](#)

Attachments

[Example - Internal Sample Transport Bill of Lading.docx](#)

[PolicyOnTransportOfBiologicalMaterials2.pdf](#)

Approval Signatures

Step Description	Approver	Date
Senior Reviewer & Admin Checks	Peter Kisner: Senior Lab Process Associate	September 27th, 2024
Senior Reviewer & Admin Checks	Barry O'Neill: Director, Supply Chain Planning & Operations	September 26th, 2024
Subject Matter Expert Edits	Scott Bain: Associate Director, Supply Chain & Logistics	September 25th, 2024