

Instructions for sending DSRCT tumor samples to The Stehlin Foundation for Cancer Research.

Your shipping kit should contain the following items.

- 1) Polyfoam insulating shipping container.
- 2) Sealable plastic bag.
- 3) Two 50ml tubes each filled with 25ml of tissue media.
- 4) Pre-addressed shipping label.

Instructions for tumor sample

- 1) Pre-chill the appropriate number of gel-packs (8 total) for at least 8 hours in 4 degrees C (40 degrees F) and -5 degrees C (23 degrees F). See note on step 6 for the quantity to store at each temperature.
- 2) Immediately prior to the surgery or biopsy, place the gel-packs in the polyfoam shipping container.
- 3) The tumor tissue fragments should be placed in the media of the tube using sterile technique, and the fragments should not be larger than 0.5 X 0.5 cm. Place only the equivalent of 3 fragments of this size in the tube. If there is more tumor sample, use the second tube, again with not more than the equivalent of 3 fragments 0.5 X 0.5 cm.
- 4) Seal the tube(s) with the lid firmly to avoid leakage.
- 5) Place the tube(s) inside the sealable plastic bag and seal the bag.
- 6) Place the bag containing the tubes inside the polyfoam shipping container surrounded by the gel-packs.

NOTE: Use a total of 8 lbs (8 packs) of refrigerant, with a mix of 4 degrees C and -5 degrees C (40 degrees F and 23 degrees F) based upon the following: with average outside temperatures below 4 degrees C (40 F), use 1 pack of -5 degrees C refrigerant (23 degrees F) and 7 packs of 4 degrees C refrigerant (40 degrees F). With average outside temperatures between 4 degrees C (40 F) and 24 degrees C (75 F), use 2 packs of -5 degrees C refrigerant (23 degrees F) and 6 packs of 4 degrees C refrigerant (40 degrees F). With average outside temperatures above 24 degrees C (75 F), use 4 packs of -5 degrees C refrigerant (23 degrees F) and 4 packs of 4 degrees C refrigerant (40 degrees F). Always place the frozen refrigerant (-5 C or 23 F) at the bottom of the shipping container. The point here is to not let the tumor sample come in contact with the frozen refrigerant.

- 7) Place the Informed Consent on top of the Polyfoam lid (outside the cooling chamber) and seal the outside lid with a good shipping tape.
- 8) Place the pre-addressed and pre-paid FedEx shipping label on the top of the shipping container and request an immediate Fed-Ex pickup.