

## **DISPATCH INSTRUCTIONS FOR SAMPLES FROM ABROAD**

**We are not able to accept samples designated, or suspected, from patients with HIV, hepatitis, CJD or with any other highly infectious conditions**

- Before a sample is dispatched, telephone or email the laboratory to discuss the referral and confirm acceptance of referral with Professor Caroline Sewry or Dr. Lucy Feng

**Tel: 44 20 7692 2353**

**Fax: 44 20 7676 2157**

Emails: [c.sewry@ich.ucl.ac.uk](mailto:c.sewry@ich.ucl.ac.uk)

or [l.feng@ich.ucl.ac.uk](mailto:l.feng@ich.ucl.ac.uk)

- When sending the samples, please send all the clinical information and a copy of previous pathology reports, if available.
- Please include a covering letter with the names and addresses of people who will require copies of letters and reports.
- An unfixed frozen muscle sample, measuring approximately 3mm x 3mm x 3mm (minimum requirement), preferably mounted in OCT, is required for histology, histochemistry and immunohistochemical analysis.
- The frozen muscle sample **must** be sent in dry ice. Place sample inside a plastic or polypropylene container or wrap in a piece of foil. Place the primary container in a sealed leak-proof transparent plastic specimen bag with cushioning (e.g. some bubble wrap). Then place the bag inside a thick-walled, polystyrene container enclosed in a cardboard box and fill with sufficient dry ice to last 48 hours (e.g. 2-5 kg). Label the box with UN3373, DRY ICE CLASS 9 UN1865 and the number and weight of package. Send by courier.

*\* Note: When sending samples with dry ice interior supports shall be provided to secure the secondary packagings in the original position after the ice or dry ice has dissipated. The packaging shall be designed and constructed to permit the release of carbon dioxide gas to prevent a build-up pressure that could rupture the packaging. The primary receptacle and the secondary packaging shall maintain their integrity at the temperature of the refrigerant used as well as the temperatures and the pressures that could result if refrigeration were lost.*

*\*\* Note: When sending liquids absorbent material shall be placed between the primary receptacle(s) and the secondary packaging. The absorbent material shall be in quantity sufficient to absorb the entire contents of the primary receptacle(s) so that*

*any release of the liquid substances will not compromise the integrity of the cushioning material or of the outer packaging.*

- If sending chorionic villi samples (CVS) 10-15 branches of tissue are required for both immunohistochemical and DNA analysis. Immerse the CVS in approximately 4 ml of sterile standard culture medium inside a labelled small (approx. 6 ml) leak-proof universal with screw cap and keep at 4-8 °C until sending. Place the sterile container inside a leak-proof sealed transparent plastic bag with absorbent material (see note, e.g. cotton wool or absorbent paper). The CVS must be sent refrigerated at about 4-8 °C using an appropriate container and cooling aid. The sample should arrive in the lab **within 24 hours after being taken**. Pack the CVS in a thick-walled, polystyrene container, preferably enclosed in a cardboard box, in accordance with international regulations. Label the box with Diagnostic specimen UN3373, number and weight of package.
- Use a fast courier service and that allows the parcel to be tracked (such as FedEx, DHL, and TNT). Most courier companies will require a brief letter saying what the package contains and that the samples are not infectious. If sending samples from USA you may need to prepare a proforma invoice (Couriers can provide a template). A shippers declaration is only required when samples that are sent outside EU (inc USA) are deemed dangerous (excluding the dry-ice).
- Inform the lab once the sample has been shipped and provide the tracking details and expected delivery date & time.
- Address the package to:

**Dr. Lucy H Feng**  
**Dubowitz Neuromuscular Centre**  
**Institute of Neurology**  
**Muscle Pathology Laboratory**  
**1<sup>st</sup> Floor Queen Square House**  
**Queen Square**  
**London WC1N 3BG**  
**UK**  
**Tel: + 44 20 7692 2353**  
**Fax: + 44 20 7676 2157**

- To avoid samples being hold-up during week-ends please do not send a sample on Fridays. The best days to send samples are Mondays and Tuesdays. The laboratory opening hours are Monday to Friday 9 am to 5 pm.

Copies of these dispatch instructions and the referral form can be downloaded following the relevant links.