



## How to send your CSF aliquots to IBBL?

### “CSF Aliquoting” Scheme [CSAL23R1]

#### General information

- All CSF aliquots are to be sent to IBBL for the **10<sup>th</sup> of November 2023, at the latest**. No shipment can be received on Saturdays and Sundays.
- Please make sure to order the appropriate quantity of dry ice for that day. If you cannot receive dry ice on a Monday, please order it for Friday and store it in a -80°C freezer.

#### Parcel preparation

- Aliquots must be shipped on **dry ice**. To properly prepare your parcel, please follow strictly the instructions:
  - CSF has to be aliquoted in your routine tubes.
  - The aliquots must be labelled with the following information: your Laboratory code (Lxxx), the name of the Scheme (CSAL23R1) and the number of the aliquot (1, 2).
  - Place all your CSF aliquots in the appropriate **PI650 bag with absorbent paper**. For detailed information, consult the United Nations Packing Instruction 650 in use for the transport of infectious substances in category B assigned to UN 3373 here attached.
  - Prepare your parcel with the **appropriate quantity of dry ice**. This quantity has to ensure to maintain the quality of your samples for 72 hours.
  - Choose a box not bigger than the dry ice quantity to be used. Put 1/3 of dry ice quantity needed in the box, add the bag containing the samples and then, top up with the remaining dry ice. Carefully close the parcel with adhesive tape. Do not close the parcel in an air-tight way (risk of explosion).
  - Ensure a correct labelling of the parcel:
    - 1 label for “Dry ice, UN1845 (class 9)”, mentioning the **actual weight** of dry ice in the parcel, the shipper and consignee name/address.
    - 1 label for “Biological Substances, Category B, UN3373”
    - 1 label with the information related to the shipper and the consignee. This label must mention for both shipper and consignee the company name, the address, the contact name and a 24/7 phone number.
    - 2 orientation labels, to be placed on 2 opposite sides of the box





- The CSF aliquots will be shipped to IBBL at the following address:

IBBL, PT Programme  
Biorepository – Laura GEORGES/Margaux HENRY  
1B Rue Louis Rech  
L-3555 Dudelange  
LUXEMBOURG  
Phone: +352 26970-521  
Email: [biorepository@ibbl.lu](mailto:biorepository@ibbl.lu)

- Organize the shipment with the courier of your choice (e.g. FedEx, DHL). The shipment day should be on Mondays or Tuesdays.