

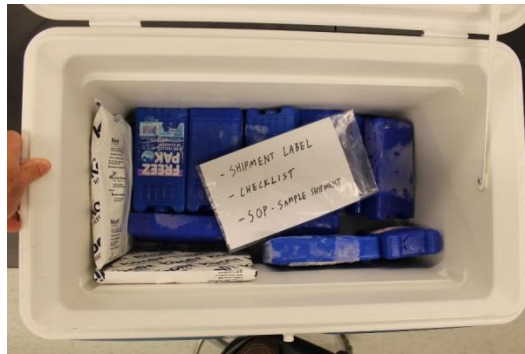
## VSL Sample Shipment SOP (Standard Operating Procedure)

**Purpose:** To standardize the VSL sample shipping process so that samples will arrive at the Cornell MQIP lab on time, at the correct temperature, and in good condition.

### Procedure:

#### Day of Cooler/Ice Pack Arrival

1. Upon arrival, remove all ice packs and refreeze overnight.



#### Day of Sample Shipment

1. Remove shipping checklist and shipping label from cooler; complete checklist step-by-step, while packing cooler
2. Gather samples (including temperature control). Store at 40-45°F until ready to pack.
3. Begin packing samples within 30-45 minutes of pick-up time.
4. Create a barrier between the walls of the cooler and the milk samples with the frozen ice packs.
5. Arrange milk samples upright, inserting ice packs between samples, if possible.
6. Place packaging tape around raw sample vial



7. Gently shake the packed cooler to check that samples will not move around during shipping; if there is movement, rearrange the milk samples until secure and add “cushioning” material, if necessary (remember to maintain the ice pack perimeter).



8. Check to make sure all the correct samples have been packed, including a temperature control (labeled TC); then use the remaining ice packs to cover the top of the milk samples.



9. Place signed/completed “VSL Sample List” and “VSL Shipping Checklist” in a Ziploc bag inside the cooler before sealing.

10. Wrap shipping-grade tape completely around the cooler so that it will stay closed during transport—start from the bottom of the cooler and continue to wrap until you return to the starting point. Repeat this in different locations on the cooler until it seems secure. Check security by lightly tugging on the lid, ensuring the cooler won’t open during transport.



11. Attach the provided shipping label and make sure that the samples are shipped on time.

*If you experience any issues that may prevent your samples from arriving on time, please contact Sandy Alles (413-429-1916, asa234@cornell.edu) immediately.*