Caris Molecular Profiling – Shipper Kit Instructions

Preparing the Shipper Kit – Step by Step procedure

You need a Caris “Paraffin Block and Slide Shipper Kit”.

If you don’t have shipper kits stored at your lab please contact Precision Oncology on service@precisiononcology.com.au or +61 8 6245 2020 to get some kits shipped to your lab.

In the shipper kit you will find a "polar pack foam brick". Place this in the freezer immediately.

1) FFPE BLOCK REVIEW

Precision Oncology will contact you with the patient requisition form from the referring oncologist. The requisition form details the referring oncologist’s details, patient’s details and the details of specimen for testing.

A Pathologist needs to review the FFPE block(s) to meet Caris Specimen Requirements (please see back of requisition form or https://www.precisiononcology.com.au/pathologists/specimen-preparation-instructions/ for full instructions).

2) ORGANISING PICK UP

Precision Oncology will organise for the tissue to be sent to the Caris lab for analysis by priority FedEx and let you know the pick-up date, time and reference number.
3) PAPERWORK

1) Assemble the Caris paperwork:

   a) Precision Oncology will email you:

      - The patient’s completed and signed Caris Requisition Form:
- The signed Patient Consent Form:

![Consent Form Image]

b) You need to add in: Pathology Report

![Pathology Report Image]
2) FedEx Airway Bill:

Find the FedEx Airway Bill in the shipper kit and complete:

- **Tracking number stickers are found on the left side.**

- **Section 1:** Date, FedEx account #: 522933562, your Pathology address and contact details.

- **Section 3:** Total Packages: 1, Weight: 0.5 kg, DIM: 21/15/10 cm.

- **Section 4b:** We will book in Fedex pickup, and we will send you a reference number. Write reference in here.

Keep the top copy of the duplicate for your records.

Fold on the dotted orange line in Section 3 ‘Shipment Information’.
3) Requisition Form

On the Caris Requisition Form, go to the ‘Specimen Information’ section:

- a) Ensure the Specimen/Block ID #s match the IDs on the block you are shipping
- b) Shipment Tracking # - stick a FedEx tracking sticker here
4) Commercial Invoice

Find the commercial invoice in the shipper kit and complete:

<table>
<thead>
<tr>
<th>Insert date</th>
<th>International Airway Bill number - stick a FedEx tracking sticker here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert Shipper/Exporter - Pathology address and contact details</td>
<td></td>
</tr>
<tr>
<td>Sign, date and print name</td>
<td></td>
</tr>
</tbody>
</table>

After completing the document photocopy it twice.
5) Manufacturer’s Declaration
Find the Manufacturer’s Declaration in the shipper kit and complete:

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**Manufacturer’s Declaration**

**Declaration of Biological Shipments**

This shipment contains a non-hazardous, non-infectious human specimen. The specimen is shipped on **05/05/2017** by **SAME HOSPITAL PATHOLOGY**

to Caris Life Sciences, 4610 S 44th Place, in Phoenix Arizona 85044, United States of America.

The reason of shipment is for medical testing for continuing patient care.

**Toxic Substances Control Act Statement**

I certify that all chemicals in this shipment are not subject to TSCA.

FedEx account N: 522933562

For emergency contact or if you have any questions regarding the shipment, please contact the client services at Caris Life Sciences in Basel:

+41 533 53 00 or +800 1234 30 30 or EUCustomerServices@carls.com

Sincerely,

Caris Life Sciences

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After completing the document photocopy it twice.
6) Paperwork check and soft copy to Precision Oncology

Please scan and email a copy of the following documents to the Precision Oncology team on service@precisiononcology.com.au.

This is a very important step as it ensures there are no delays once the kit arrives at the Caris lab in the US.

- Completed requisition form
- Pathology report
- Commercial invoice
- Manufacturer’s declaration
- Fedex airway bill
4) PACKING THE SHIPPER KIT

1. Insert the FFPE block(s) horizontally into the dedicated foam holder and leave the plastic slide cassettes in place for support.

2. Place the frozen cold pack which you placed in the freezer earlier on top of the FFPE block(s).

3. Replace the foam cooler lid on top.

4. Fold together the
   - Caris Requisition Form,
   - Pathology Report,
   - Patient Consent Form,
place on top of the foam cooler lid and close the shipper kit.

5. Place the
   - 3 copies of the Commercial Invoice and
   - 3 copies of the Manufacturer’s Declaration
behind the FedEx Airway Bill and into the small clear FedEx zip lock envelope. Place the zip lock envelope in the centre of the large FedEx satchel.

6. Insert the shipper kit into the large FedEx satchel (see note on next page) but leave it unsealed.
   Have your ID prepared for courier inspection.
NOTE: Please use following Fedex satchels depending on your location

Western Australia:
white clinical bag

Rest of Australia and NZ:
UN3373 bag

If you are located in WA and your shipper kit only contains a UN3373 bag please let us know so we can organise Fedex to bring the correct satchel when picking up your shipper kit.

5) CONTACT PRECISION ONCOLOGY

Contact the Precision Oncology team on +61 8 6245 2020 or service@precisiononcology.com.au to confirm that the shipper kit has been picked up by Fedex.