

Instructions for Clinical Site Shipping ENG Samples to Columbia

Summary of Steps

1. Receive the Credo Shipping Box
2. Locate the Envelope Containing your Instructions
3. Review the Envelope's Contents
4. Open the Credo Box
5. Remove the Contents of the Credo Box
6. Close the Credo Box to Prevent Cold Air from Escaping
7. Prepare Samples for Shipping
8. Pack the Credo Box
9. Close the Credo Box
10. Ship the Credo Box

For questions regarding the shipping container, please contact Merck Shipping at 215-993-1616

1. Receive the Credo Shipping Box

- Receive the box from the UPS courier
- Immediately bring the box to your sample storage area
- Carefully cut the tape on the outer brown cardboard box
 - Take care not to cut too deep
 - Cutting too deep may damage the inner insulated container



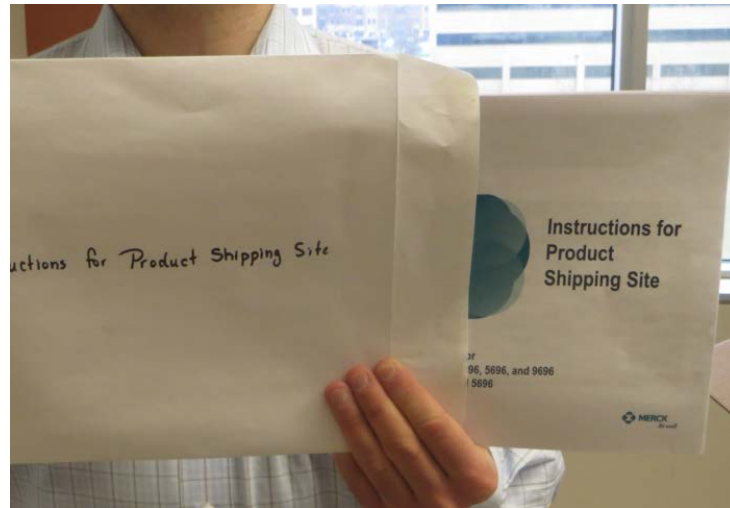
2. Locate the Envelope Containing your Instructions

Remove the envelope from the box (it should be on top of the Credo white plastic box lid and directly underneath the brown cardboard flaps)



3. Review the Envelope's Contents

- The envelope should contain the following:
 - One copy of this document entitled “Instructions for Clinical Site Shipping ENG Samples to Columbia”
 - One pre-populated and pre-paid UPS airway bill (shipping label) to ship the Credo from your site to Columbia



4. Open the Credo Box (1 of 2)

- Lift the white plastic box lid
- Lift the outer top silver panel lid
- Remove the four upper white plastic corner retention blocks



4. Open the Credo Box (2 of 2)

- Lift the inner top silver panel lid
- Lift the white panel

Note: the inner white panels will be very cold to the touch.



5. Remove the Contents of the Credo Box

- Remove:
 - The packing material (foam sheets, etc.)
 - The empty plastic bag(s)



6. Close the Credo Box to Prevent Cold Air from Escaping

Replace the white panel and the inner top silver panel lid of the Credo box while completing the other steps in these instructions

NOTE 1: Closing the box will prevent cold air from escaping.

NOTE 2: At this time, there is no need to replace the upper four white plastic corner retention blocks or the outer top silver panel lid.



7. Prepare Samples for Shipping

1. Remove the samples from your storage area

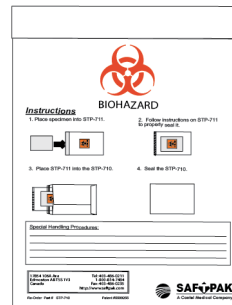


2. Insert tube(s) into Inner Bag with Absorbent sheet



Inner Bag

3. Insert Inner Bag into Outer Bag



Outer Bag

8. Pack the Credo Box

- Wrap the bag containing the samples with the foam packing materials
- Insert the packing material (foam sheets, etc.) into the Credo box

NOTE: Please work as quickly as possible to prevent cold air from escaping the Credo box



9. Close the Credo Box (1 of 3)

- Insert the white panel
- Insert the inner top silver panel lid



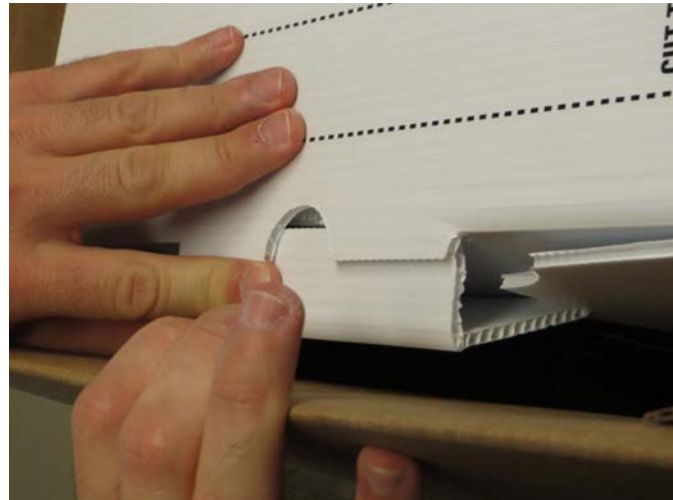
9. Close the Credo Box (2 of 3)

- Insert the four upper white plastic corner retention blocks ensuring that the embossed Credo Cube logo is facing up
- Ensure that none of the four blocks protrude above the outer silver panel



9. Close the Credo Box (3 of 3)

- Insert the outer top silver panel lid
- Close the white plastic box lid and secure with the tongue of the Credo box
- Do not apply the packaging tape to inner white plastic box – this will be used to secure the outer brown cardboard box



10. Ship the Credo Box

- Close and tape the outer brown cardboard box that was originally used to ship the insulated container to your site (packaging tape will be included to close the outer box)
- Remove the original shipping label
- Adhere the pre-paid UPS airway bill (shipping label) and the “Exempt Human Specimen” label to the outside of the brown cardboard box
- Ship the Credo box as soon as possible

- ✓ To arrange for UPS pickup, call 1-800-877-1497.
- ✓ Reference Merck UPS account # 7VX912 if necessary.
- ✓ Note that this account # will be part of the full tracking number to provide to UPS for pickup.
- ✓ Refer to UPS account zip code 19486 if needed.



New UPS
Waybill

Exempt
Human
Specimen