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**GENETIC DISEASE LABORATORY BRANCH
INFORMATION MEMORANDUM**

DATE: February 1, 2014
TO: NAPS Laboratory Supervisors
SUBJECT: Instruction to send NBS specimens shipment to GDL

Dear NAPS Laboratory Supervisors,

This memo serves as an outline instruction for shipping Newborn Screening (NBS) specimens from Newborn and Prenatal Screening (NAPS) labs to Genetic Disease Laboratory (GDL) for routine Severe Combined Immunodeficiency (SCID) screening testing. It does not cover the detailed steps for the entire shipping process. Instead, it lists the key components to successfully complete shipments without any delay and without missing any specimens.

1. After completion of testing of each day's initial specimens for the newborn screening panel, place the day's specimens into a biomailer and store in the refrigerator. After repeat testing is completed, return specimens to the original zip lock bag in the same sequential order as punched for the first test run.
2. Pull out special specimens to be separately shipped to GDL CAH 2nd Tier Lab (17 OHP indeterminate) and to be shipped to Stanford Molecular Pathology Laboratory for CF test (IRT positive).
3. Prepare shipments of NBS specimens following the schedule provided by GDL. NBS specimens are only sent to GDL only after all tests are done at the NAPS lab. Specimens are usually shipped on the 7th-8th days after accession.
4. Label a biomailer box with GDL's mailing address, Attn: SCID Project Team, and place a sticker with your laboratory number (name) and the Julian date of the specimens in the biomailer.
5. Login to Screening Information System (SIS) and add a shipment by scanning a preprinted SIS shipment barcode label and entering a carrier shipping tracking number. The current carrier is Golden State Overnight (GSO).
6. Correctly add the Recipient Address as "SCID Project Team, GDL, 850 Marina Bay Pkwy, Richmond, CA 94804".
7. Fill the sender address if it's not auto-populated in SIS.
8. Save the shipment and start to manage packing list by scanning all accession day bags to be added into the biomailer.

9. Print out the shipment summary and add it into the biomailer together with specimens in accession day bags and frozen icepacks.
10. Ensure no missing specimens, extra specimens, or mix-up specimens before sealing the package with all needed labels.
11. After the package is picked up by GSO, update the shipment status from “Created” to “In transit”.
12. Immediately report to GDL if any error is observed.

Should you have any questions regarding this matter, please contact Dr. Constantino Aznar through phone 510-231-1715 or email Constantino.Aznar@cdph.ca.gov.

Thank you for your cooperation.

Sincerely,

Thomson Ho, Ph.D., Acting Chief
Genetic Disease Laboratory Branch

Cc: Leslie Gaffney, Constantino Aznar, Yu Hou