

## Instructions for arranging dry ice courier

### Introduction:

Occasionally, there is a requirement to transport samples to referral laboratories using dry ice. The following steps explain the process for arranging transport and sending samples using an outsourced company called Barbican Logistics.

Dry ice shipments require a minimum of **48 hours notice** so that the company has time to arrange the appropriate courier. Departments can no longer cross charge expenses, therefore it is now a requirement that the **requesting department** raises a purchase order (PO) number on IPROC before the laboratory can book the dry ice courier. Before a PO number can be raised, a quote for the service needs to be received from Barbican Logistics.

Tests that this process applies to include:

- CSF testing for Creutzfeldt–Jakob disease (CJD) by RT-QuIC at the University of Edinburgh.
- CSF neurotransmitters at the Neurometabolic Unit, Institute of Neurology, Queen Square.
- Jejunal biopsy disaccharides at Great Ormond Street Hospital (GOSH).

It is the **requesting department's** responsibility to ensure the PO number is raised in a timely manner. All results go directly to the requesting clinician. Biochemistry will keep the sample(s) in the -80°C freezer until the requesting department provides the send away department with a PDF copy of the PO number.

### Procedure:

- 1) Contact the send away department on ext 63640, or the duty biochemist on ext 62012 (both routine hours only), to discuss the request. Some tests require additional preparation (including snap freezing at the patient bed side) and notice periods.
- 2) The **requesting department** needs to contact Barbican Logistics (see end for contact details) for a quote for a dry ice courier to collect from the below address and deliver to the referral laboratory address (usually on the request form for the required test). State that **category B UN3373** transport is required.

#### Collection address:

Emma Wawman (Send Away department - SAS)  
Pathology Reception - Send Away Department  
Level 6 Thomas Kemp Tower  
Royal Sussex County Hospital  
Brighton  
BN2 5BE  
01273 696 955 ext: 63640

- 3) Barbican Logistics will ask how many samples and what type of samples need to be delivered. This information will be on the required test's request form (check online for the most up to date request forms).

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- 4) Once a quote is received from Barbican Logistics, a PO number can be raised by the requesting department in IPROC. In 'Non-Catalog Requests', search for "BARBICAN LOGISTICS" and fill out the required information using details from the quote received from Barbican Logistics.
- 5) Once submitted, the request usually needs to be approved before a PO number is provided. The PO number is not the same as the requisition number, which is an internal Trust number only.
- 6) Provide the send away department with a **PDF copy of the PO number** when this is approved. Contact the Trust finance team if there are issues getting a PDF copy of the PO number.
- 7) Provide the send away department with a **completed request form** for the required test (check online for the most up to date request forms). It is essential that the requesting clinician's name and department are stated with appropriate clinical details.
- 8) The send away department can now book the dry ice courier.
- 9) The send away department will ensure that all appropriate staff are informed a courier has been booked, and where to locate the samples.



***SAFETY CRITICAL STEP: Risk of cold burns and frostbite. DO NOT handle dry ice without insulated gloves (available in the laboratory)***



***SAFETY CRITICAL STEP: Risk of asphyxiation. DO NOT handle dry ice in an enclosed space. Handle in a well ventilated environment.***

- 10) When the dry-ice is received, the sample should be packaged in accordance with UN 3373 regulations, and labelled according to the shipping company's instructions. Check that the labels supplied are for **Category B** transport.
- 11) A courier will collect the dry ice package – the send away department will liaise with the reference laboratory to let them know it is on the way.

Contact details:

### **Barbican Logistics**

Email: [Matthew.Weston@barbicanlogistics.com](mailto:Matthew.Weston@barbicanlogistics.com) (Cold Chain Operations Manager)

Email: [barbicanlogistics.uk@gmail.com](mailto:barbicanlogistics.uk@gmail.com)

Email: [Liam.McGuinness@barbicanlogistics.com](mailto:Liam.McGuinness@barbicanlogistics.com)

Email: [konrad.skomra@barbicanlogistics.com](mailto:konrad.skomra@barbicanlogistics.com)

### **UH Sussex Courier Service**

Extension: 3276 or Direct Line: 01273 523276

Email: [uhsussex.courier@nhs.net](mailto:uhsussex.courier@nhs.net)

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