

PROTOCOL FOR LOAD AUTOPSIES TO BE SENT TO NEW YORK BRAIN BANK, COLUMBIA UNIVERSITY

1. Contact the Indiana University LOAD coordinator at 1-800-526-2839 during business hours (7:00 a.m. – 4:00 p.m. Monday –Friday) or pager #: 317-312-2714 after hours when death occurs; email address: alzstudy@iupui.edu
- A. FIXED brain (Please note that if using the FIXED brain protocol FROZEN cerebellar samples also needs to be obtained). Also please remove the sample of cerebellum prior to fixing the remaining tissue.**

Supplies that are needed (please make sure the Indiana University LOAD coordinator knows if you need them sent beforehand)

- Absorbent material (formalin saturated towels, gauze or cheesecloth, etc.)
- Two large leak-proof Ziploc plastic bags
- Make sure the subject's name and Indiana University LOAD Study is written somewhere on the plastic bag in permanent marker so that the lab will know who it is
- Round plastic bucket with a tightly fitting lid (about 4.0 liters)
- Red biohazard plastic bag (about 40 cm x 50 cm) big enough to cover the bucket
- Envelope to hold documents (**Protocol must be filled out and sent with tissue**)
- Styrofoam and cardboard boxes
- UN3373 label
- **Packing procedure for FIXED brain** Formalin (10% buffered formalin), **fixed brain needs to be in a separate box from the frozen sample.**
- After 10-15 days of removal of the brain, rinse the fixed brain and place it in a generously wrapped formalin saturated towels or other absorbent material (i.e. gauze, cheesecloth, etc.)
- Place in large leak proof plastic bags (double bag) then place sealed bags into a leak proof bucket surrounded with absorbent material and close it with the lid
- Pack sealed bucket in secondary container (Styrofoam) and again pack abundantly with towels or other absorbent material
- Place the secondary container into a cardboard shipping carton
- Be sure outside of container indicates the right side up and the UN3373 label
- **If at the time of the removal of the fresh brain a piece of the lateral aspect of the cerebellum was harvested, then it can be frozen and shipped at the same time as the fixed brain.**
- **FROZEN Sample of cerebellum (10 gram)**
- **Supplies needed for FROZEN sample**
 - Two leak proof Ziploc plastic bags
 - **DRY** ice
 - Styrofoam box
 - Shipping cardboard box
 - Dry ice UN1845 label

- **Packing procedure for FROZEN piece of cerebellum**

- Place the cerebellar sample into the first leak proof Ziploc plastic bag
- Place the first bag into the second leak proof Ziploc plastic bag (double bag)
- Make sure the subject's name and Indiana University LOAD Study is written somewhere on the plastic bag in permanent marker so that the lab will know who it is
- Place the double-bagged frozen cerebellar piece inside a Styrofoam box with dry ice (enough for the shipping travel time)
- Place the Styrofoam box inside a shipping cardboard box
- Be sure outside of container indicates the right side up and Dry ice UN1845 label

*****IMPORTANT: Shippers must be sure that the dry ice package of frozen tissue is kept separate from the fixed brain package. They have to be sent IN TWO DIFFERENT SHIPPING BOXES but at the same time. The Fedex website has a create shipment section where it is easy to indicate the number of packages for the same shipment.*****

Shipping

1. **FedEx is the preferred shipping method** due to costs.
 - a. Call 1-800-GO-FEDEX (1-800-463-3339) to schedule pickup
 - b. Please contact NCRAD or the NYBB for FedEx Account number
 - c. Select **Priority Overnight** shipping method
 - d. Shipping address is:
 - New York Brain Bank
 - ATTN: Dr. Vonsattel or Dr. Cortes
 - 3959 Broadway, BHS T8
 - New York NY 10032
 - Phone: 212-305-2299
 - Please put in Reference section: LOAD Study

*****Please provide the tracking number by email from your package(s) to Columbia University and the Indiana University LOAD coordinator so that they can track the package. See first page for email addresses.**

*****Please make sure the following information is sent as well (protocol)**

- Date of Birth (DOB) and Date of Death (DOD) of the subject
- Name and phone number of the person removing the brain
- Time of Death (TOD), Date of Autopsy (DOA) and Time of Autopsy (TOA) of the subject