SHIPPING CORE
Assistance with Study Drug Shipments During the COVID-19 Pandemic

Billing Updates for Non-industry-funded studies, effective 7/1/2021:

Research teams with non-industry-funded studies will be responsible for all applicable fees when utilizing the Research Institute Shipping Core to ship study drug.

All study drug shipments through the Core require an iLab order with a CHOP activity number for billing purposes:

- Handling Fee: $15 per shipment
- Supply Fees: Variable
- Shipping Fees: Variable
  - Shipping charges can be billed directly to a recipient/3rd party/departmental FedEx account number if provided on the iLab order form.

The Shipping Core can assist with:

- FedEx services
  - Domestic shipments
  - International shipments
    - Per Shipping Study Drug SOP – international shipments of study drug must be sent to a Physician, and not to the patient directly.
    - Additional import documentation/approvals may be required and will need to be addressed on a product and country by country basis and may require additional lead time.
- Study drug review to determine if the medication is subject to dangerous goods regulations, or if it can be shipped by the study team without any additional training.

Temperature control capabilities available through the Core, include:

- Use of -10°C (12°F), 0-4°C (32-39°F), or 21°C gel packs to help reduce temperature fluctuation for cold and ambient shipments.
  - Due to the nature of our supplies, exact temperature ranges can’t be guaranteed or monitored through delivery to the recipient.
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- Dry ice for shipments at -80°C

**Services not available through the Shipping Core:**

- UPS shipments
- Controlled substance shipments. Please contact ORC for assistance with controlled substance shipments.
- Temperature monitors are not provided by the Core. If provided by the investigator or study sponsor with instructions, the Core can pack with the shipment.
- Set up of individual or departmental courier/carrier accounts (e.g. FedEx, UPS, etc).
  - Instructions for setting up a UPS CampusShip account for shipments sent independently of the Shipping Core can be found [here](#).

**How to ship through the Core**

- Submit a “Sample Submission” order form on the Core’s site in iLab, at least one business day prior to the required ship date.
  - An iLab registration, approved by the PI, is needed.
- Delivery confirmation emails will be provided. If a delivery signature is required, add “Adult Signature Required” in the comments field of the sample submission order form.
  - Please note that requiring a direct signature may delay delivery if no one answers the door upon delivery attempt.
- Upload medication Safety Data Sheet (SDS) to the shipping order, or forward to researchshippingcore@chop.edu.
  - First time shipments: A copy of the medication Safety Data Sheet (SDS) must be reviewed by the Shipping Core in advance of any first-time shipments, to confirm availability of any special dangerous goods packaging/labeling.