

CDC UDC SUPPLIES ORDER FORM

FAX TO: 404-498-6799

For items not listed on this form, phone
Collette Lucas at 404-498-6725 for information.

**For instructions and a description of
supplies, see back.**

HTC ID: _____ (Important!)

Person to ship to (name):

Contact Phone Number:

Contact email address:

*******IMPORTANT:**
Date by which supplies are needed:

(please give a date; do not use "ASAP")

HTC Name:

Shipping Address:

ITEM	# PER UNIT	# UNITS WANTED
Order Forms and Data Forms		
Supply Order Form	10	
Registration Form	50	
Annual Visit Form	50	
Laboratory Form	50	
Refusal Form	50	
Mortality Form	10	
Baby Registration Form	25	
Baby Visit Form	25	
Quality of Life Questionnaire <i>write in "Spanish" if you want the Spanish language version</i>	25	
Air Bills, Envelopes & Shipping Forms		
Envelopes for return of data forms to CDC in Atlanta	25	
Fed Ex air bill for shipping blood specimens to serum bank	25	
Plastic documents pouch for air bill	25	
Shipment Fax form	50	
Blood Specimen Collection and Shipping Supplies		
Foamvelopes	50	
Polystyrene cooler and box (STP 309)	1	
Cardboard box only (STP 3091) (if your cooler is okay but your box is beaten up, you can order a replacement box)	1	
Leakproof plastic bag and Tyvek® envelope	10	
Cold packs (small) (for use with Saf-T-Pak shipper)	2	
Small zipper-type plastic bags for specimens	25	
Large zipper-type plastic bags for forms sent with blood specimens	25	
Large plastic bags for use in overpack	5	
Absorbent pad (green) for overpack	5	
Absorbent tissue (absorbs 100mL per sheet)		
Serum Separator Tubes (SST)™ phone (404) 498-6729 for current expiration date before ordering	1	
Shipper Labels		
"UN3373/Biologic substance, category B"	1	
Emergency contact	5	



11/19/09

Instructions

1. Indicate the number of units you want for each item that you need in the “# Units Wanted” column.

UDC supplies that are available from CDC are listed in table format. The name of the item is in the left column; the number of individual items per “unit” is in the middle column; the number of units you want of each item is to be indicated in the rightmost column. Items are prepackaged in “units” for ease of storage and handling, and these are the quantities in which we will provide them to you. (For example, Annual Visit Forms are packaged in units of 50 individual forms. If you want 40 forms you should indicate that you want “1” in the “# Units Wanted” column rather than “40.”)

2. Complete the “From” information.

- HTC ID: This field is VERY important; we can't always identify you by HTC Name or Contact Name.
- Person to ship to: This is the person to whom we should address the items. If you need more than one item and certain of these should go to different locations (for example, shippers which go directly to the hospital lab vs. data forms which go to the HTC office), please submit these orders on separate forms so there is no confusion where they should be sent.
- Contact Phone Number: This is the phone number for someone at your site who can clarify the order for us if we have questions.
- Contact email address: This is the email address for someone at your site who can clarify the order for us if we have questions.
- Date by which supplies are needed: When do you need these supplies? This helps us prioritize orders and choose a shipping method. Orders with this field left blank may receive lower priority. Please do not use “ASAP”! If you need them tomorrow, write in tomorrow's date. (If you *really* need them by tomorrow, you should also call to alert us.)
- HTC Name: This is optional if you've provided us with the correct HTC ID #.
- Shipping Address: This is the address to which the supplies should be sent. If the “Person to ship to” is known to us (a person at your site to whom we routinely ship correctly; for example, the designated UDC Contact or the person to whom you have asked us to return shippers), you can leave the address blank.

3. Fax to (404) 498-6799. No cover sheet is needed.

Description of Supplies

Order Forms and Data Forms

The titles of these forms are printed at the top of each form, and, hopefully, provide ample description; please order by title. If you're not sure which one you need, give us a call at (404) 498-6729.

Air Bills, Envelopes & Shipping Forms

Envelopes for return of data forms to CDC in Atlanta: 12.5 x 10” brown kraft envelope addressed to Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), ATTN: UDC Project Coordinator, 1600 Clifton Rd. NE, MS E-64, Atlanta, GA 30333

FedEx air bill for shipping blood specimens to serum bank: 9 x 5.5” (approximate), 3-part NCR form titled “FedEx USA Airbill”, preaddressed to Suzette Bartley, CDC Serum Bank, Building B, Room 120, 602 Webb Gin House Rd., Lawrenceville, GA 30045.

Plastic documents pouch for air bill: 11 x 6.5” (approximate), adhesive-backed plastic envelope with wording: “Customer: Seal only when using a FedEx Ship or interNetShip document”; used to attach air bill to shipper (not needed with self-adhesive air bills).

Shipment Fax form: 8.5 x 11”, single-page form titled “UDC Shipment Fax Form”; used to notify serum bank of impending specimen shipment.

Blood Specimen Collection and Shipping Supplies

Foamvelopes: 6 x 2” foam sleeves (pockets) for providing cushioning and insulation to blood specimen tubes during specimen shipment.

Polystyrene cooler and box (STP 309): 11 x 9 x 8 white polystyrene cooler and brown cardboard box for shipping UN3373 specimens.

Cardboard box only (STP 3091): replacement cardboard box for polystyrene cooler.

Leakproof plastic bag and Tyvek® envelope: one-to-one sets of leakproof plastic bag (STP 731) and Tyvek® envelope for shipping UN3373 specimens.

Cold packs (small): 4 x 4 x 1” plastic-covered foam bricks for refrigerating specimens during shipping; for use with Saf-T-Pak shipper.

Small zipper-type plastic bags for specimens: 8 x 8” zipper-closure plastic bags to enclose the PPT and foamvelopes during shipping.

Large zipper-type plastic bags for forms sent with blood specimens: 12 x 12” zipper-closure plastic bags for enclosing Laboratory Forms, shipment fax forms and return address labels that are shipped with the blood specimens.

Large plastic bags for use in overpack: 28 x 29” clear plastic bag to enclose shipper within overpack (AirSea and over pack system).

Absorbent pad for overpack: (approximately) 1/8” thick, 12 x 12” light green fiber pad for use with AirSea and over pack system.

Absorbent tissue for use in BioJar™: (this is ultra-absorbent material, not a paper towel- accept no substitutes! ☺) 4 x 5” sheets resembling heavy paper (sometimes in a blue plastic wrapper) used inside the STP 731 or BioJar™

Serum Separator Tubes (SST)™: 100x13mm plastic blood collection tube with a gold top and separator gel.

Shipper Labels

UN3373/Biologic substance, category B: 4X4” +, diamond shaped, white, horizontal text UN3373, diagonal text Biologic Substance, category B.

Emergency contact: 4 x 2” rectangular sticker with text “Emergency contact: _____” and “phone: _____.”