

EYE DONOR PROGRAM

Instructions for MacTel Eye Retrieval and Shipment

Should the opportunity arise that post-mortem donor tissue from MacTel type 2 patients might become available (e.g. through contact by next of kin or local clinician, possibly prior to death), please follow these three steps:

- 1)** Please contact any of the following coordinators as soon as possible if there are questions or problems. They will be able to assist.

Jennifer Trombley, RN, MSN, CCRC
Clinical Trials Global Project Director
The Lowy Medical Research Institute
3366 N. Torrey Pines Court Suite 300, La Jolla, CA 92037
Jtrombley@lmri.net, M - +1 858-249-7109

Dr. Marcus Fruttiger
London MacTel Histology Laboratory
UCL Institute of Ophthalmology, 11-43 Bath Street, London EC1V 9EL, UK
m.fruttiger@ucl.ac.uk (Tel: +44 78 0358 8345 (cell) or +44 20 7608 6800)

- 2)** Retrieve the eyes and fix them ***as soon as possible*** after death according to the '*Retrieval Instructions*' below.
- 3)** Ship the tissue according to the '*Shipping instructions*' below.

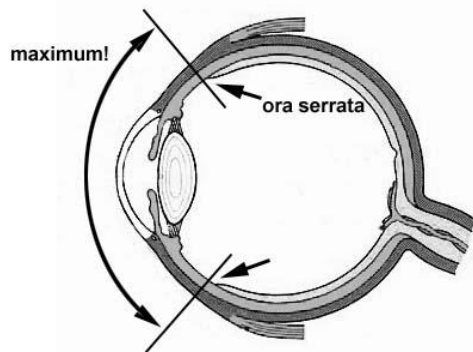
A) *Retrieval instructions*

1. **Enucleation:**

When required consents are in place, retrieve whole eyes using standard eye enucleation procedures **as soon as possible** after death. Ideally this is done within a few hours of death but, importantly, we have no exclusion criteria for postmortem delays.

2. **Cornea & lens removal:**

If cornea has not already been removed (for grafting) **remove cornea and lens**. Take care not to cut beyond the ora serrata (otherwise the retina might detach during fixation). Preferably, leave vitreous intact.



3. **Fixation:**

Submerge the complete posterior chamber in **4% paraformaldehyde** (PBS) in two fixative chambers (one for each eye), allowing fixative to enter the eye. **Please do not use formalin based fixatives.**

The eye cups should be left **in fixative for ~2 hours** (at room temperature) and then transferred directly into **PBS** (some 'carry-over' of fixative is ok). Total fixation time should preferably not go much beyond 3 - 4 hours, but if this timecourse is impossible, it is allowable (but not preferable) for the eyes to remain in fixative for up to 12 hours. Care should be taken that during fixation the eyes can take on their natural spherical shape.

4. **Shipping and paperwork:**

- Record and include the following information:
 - Patient identifier (e.g. MacTel Natural History study patient number)
 - Time and date of death
 - Time and date of enucleation
- Complete the paperwork as laid out below in '*Shipping instructions*'
- Ship eyecups to the London Histology Laboratory via Next Day courier as soon as possible.

B) Shipping instructions

The eye cups should be sent by courier, **at room temperature, in the phosphate buffered solution (PBS) solution containers**, to the London MacTel Histology Laboratory.

Shipping address: Dr Marcus Fruttiger
London MacTel Histology Laboratory
UCL Institute of Ophthalmology
11-43 Bath Street, London EC1V 9EL, UK
m.fruttiger@ucl.ac.uk (Tel: +44 78 0358 8345 or +44 20 7608 6800)

The following courier accounts can be used:
(Account holder: UCL Institute of Ophthalmology)
FedEx account No: 8725-1419-8
DHL account No: 183279349
SMA Worldwide account No: UCL 167

Simply print this entire document (required multiple copies are included) and fill in **ALL** the forms and include **EVERYTHING** in the shipment. These forms are all needed for passage through customs:

- **CUSTOMS INVOICE : 3 copies**
 - Please fill in your Address under the 'shipper' heading, sign and date **all 3 copies**.
 - We assume that there will be 2 jars of about 50ml. Please change if you deviate from this.
- **NON-HAZARDOUS GOODS DECLARATION: 1 copy**
 - Please sign and date
- **END OF USE LETTER: 1 copy**
 - Under 'parcel number' please fill in the number assigned by the courier
 - Indicate your vendor source of PBS
 - Sign and date
- **NON-CHEMICALLY SYNTHESISED DECLARATION: 1 copy**
 - Please sign and date

Customs Invoice

Shipper:

Consignee:

Dr. Marcus Fruttiger
Cell Biology
UCL Institute of Ophthalmology
11-43 Bath Street
London, EC1V 9EL
UK

Description:

2 X 50ml "Phosphate Buffered Saline", containing FIXED human eye tissue.

Quantity:

1 box containing Two jars of solution: approximately 50ml of solution in each jar.

Value:

\$10

Name: _____

Signed: _____

Date: _____

Customs Invoice

Shipper:

Consignee:

Dr. Marcus Fruttiger
Cell Biology
UCL Institute of Ophthalmology
11-43 Bath Street
London, EC1V 9EL
UK

Description:

2 X 50ml "Phosphate Buffered Saline", containing FIXED human eye tissue.

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Description:

2 X 50ml "Phosphate Buffered Saline", containing FIXED human eye tissue.

Quantity:

1 box containing Two jars of solution: approximately 50ml of solution in each jar.

Value:

\$10

Name: _____

Signed: _____

Date: _____

NON- HAZARDOUS GOODS DECLARATION

This is to confirm that the Solutions to be shipped are classified as **Non-Hazardous Goods**.

- **Phosphate Buffered Saline:**
 - Non-Hazardous

- **Fixed Human Eye Tissue:**
 - Nature of the Material:
 - Fixed Human Tissue
 - Origin:
 - Human Tissue
 - Hazard:
 - Not Biologically Active
 - Non-Hazardous
 - Non-Infectious
 - End Use:
 - Scientific Analysis

HUMAN TISSUE TO BE USED ONLY FOR RESEARCH PURPOSES

Name: _____

Signed: _____

Date: _____

END OF USE LETTER

To whom it may concern,

Parcel number: _____

This parcel contains 2 jars of Phosphate Buffered Saline solution, containing FIXED human eye tissue.

The Phosphate Buffered Saline was manufactured by _____

The FDA IND # is not applicable

Importer of Record:

Dr. Marcus Fruttiger
Cell Biology
UCL Institute of Ophthalmology
11-43 Bath Street
London, EC1V 9EL
UK

Ultimate CNEE

Dr. Marcus Fruttiger
Cell Biology
UCL Institute of Ophthalmology
11-43 Bath Street
London, EC1V 9EL
UK

The Phosphate Buffered Saline is needed to store the FIXED human eye tissue. Once in the UK the phosphate buffered saline will be disposed of in a safe manner.

The Human Eye Tissue samples will be sectioned and processed for histological analysis (for **Research Purposes only**). All tissue will be stored, processed and disposed of according to the **British HUMAN TISSUE ACT (2007)**.

(The Human Eye Tissue is FIXED; Not biologically active, Non-infectious and Non-hazardous)

Name: _____

Signed: _____

Date: _____

NON-CHEMICALLY SYNTHESIZED LETTER

To whom it may concern,

This is to confirm that the product 1x Phosphate Buffered Saline is

- NOT chemically synthesized;
- Does NOT contain any animal or cell culture derived products or additives such as Albumin or Serum

Name: _____

Signed: _____

Date: _____