

# Specimen Transportation

Leakproof containers are provided by the laboratory for collection and transport of specimens. Please be sure that containers with screw-on lids are tightened (avoid over-tightening which can result in leakage).

Sharps or needles used for specimen collection must be removed before transport. For syringe specimens, replace the needle with a syringe-tip cap (*supply item # 23479*).

Place the primary collection container(s) (eg, tube, cup, swab, vial, etc.) in a clear plastic biobag (1 patient's specimen per bag) and assure the Ziploc®-like closure is completely sealed. Place the request form in the outer pouch of the sealable bag.

Store biobag at the appropriate temperature until courier pickup.

## *After-Hour Pickups:*

When the office or facility closes prior to courier arrival, a lockable, insulated **drop box** is provided. Please place specimen biobags in the drop box for late courier pickup.

## *Drop Box Instructions:*

The drop box should be prepared as follows (temperature-dependent):

### — When outdoor temperature is <50 °F:

Place an *ambient* temperature pack in the drop box next to the specimens to prevent freezing of specimens. This is especially important when extremely cold (sub-zero) temperatures are anticipated and more than an hour will elapse prior to pickup.

In extremely cold temperatures (**20 °F or less**), a *heated* pack should be added to the drop box for additional protection: Heat an “EZY WRAP” pack seam-side up in a microwave oven for approximately 30 seconds. Place this pack in the box above paper toweling above the specimens protected with room temperature packs.

### — When outdoor temperature is >50 °F:

Place either a refrigerated coolant pack next to the specimen in the drop box, or alternatively, a frozen coolant pack may be used if several layers of paper towels are placed between coolant and specimens to prevent freezing.

- Call your local hospital laboratory to request a pickup.