

## PACKING & SHIPPING STEPS

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### Step 1



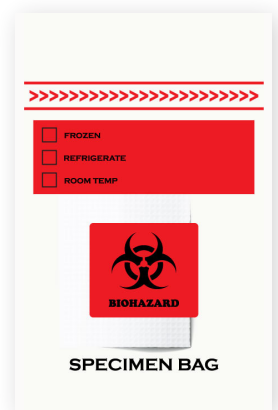
Prior to placing specimens in the biohazard bags, make sure **every tube is labeled** with last name, first name and, DOB or an iPowerDoc specimen label. **Do not use nicknames.** The name must match the name on the Requisition. Specimens submitted shall be submitted without any attached needles or sharps and without any visible evidence of contamination by blood or body fluids on the outside of the container.

ALL RG/G tubes (red tiger top and Gold), **must be allowed to sit for 15-20 minutes but not greater than 1 hour** to clot and then be centrifuged for 10 minutes. Keep all blood refrigerated until it is shipped. Ship sample as soon as possible after collection.

All blood specimens **must be shipped with ice pack the same day** and stored in a refrigerator until ready to pack.

### Step 2

Place the labeled specimen in the **biohazard specimen bag** equipped with absorbent material.



### Step 3

Fold the **Lab Requisition Form and patient information sheet(s)** together and **place inside the paperwork pouch** on the back side of the specimen bag. Please include a copy of their face sheet, driver's license or photo ID, and their insurance card (front and back).



### Step 4

Place each biohazard specimen bag inside the **foiled thermal bag** that contains an ice pak. Then place the foil bag into the overnight shipping bag. This bag should be placed into the shipping box. Patient information sheet(s), all blood tubes and lab requisition form will be in one specimen bag. Multiple specimen bags can be shipped with one ice pack in a foil bag. The box must contain a **biohazard sticker** for any blood that is sent to the lab.



**UPS Shipping:** Place preprinted UPS label on the outside of the box. If there is not a scheduled pick up time for specimens, contact UPS at **1-800-PICK-UPS (1-800-742-5877)** before 4:30pm. The UPS driver will pick up all deliveries from the front desk unless otherwise stated.

**Courier:** (for metro Atlanta accounts only) Place the specimens in the Elite Diagnostics Labs lock box that was provided to you or at the designated pick up location inside your office. Call Elite Diagnostics Labs at **770.538.1727** and ask to set up a specimen pick up.

**If shipping Urine and blood in the same box,** make sure a biohazard sticker is used rather than the **"Exempt Human Specimen"** sticker.

